



# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

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

NAACAaccredited with A+ Grade, NIRF India Rankings 2024 - Band: 201 - 300 (Engg.)

NBA Accredited - B.Tech. (CIVIL, CSE, ECE, EEE, MECH, CST), MBA & MCA

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## Framework for External Audit: Mapping P-Files and Supporting Documents

**Note: Mapping of P files & other Supporting Documents belongs to NBA criterion. These requirements serves as a reference for Audit. In this regard, Departments may add additional files as needed. (List of P Files are also attached below)**

Criterion	Items	List of P Files mapped		Other Supporting Documents
Program Curriculum	Steps followed in Design of Syllabus & Curriculum	P.22	Curriculum, POs, PEOs, Mission and Vision statements.	BoS Minutes of Meeting File
	Contents of the curriculum			Curriculum & Syllabus File
	Validation Done			
	Credits Allocated			
	Curriculum, POs, PEOs, Mission and Vision statements	P.22	Curriculum, POs, PEOs, Mission and Vision statements	
	Mapping of Course Outcomes with Program Outcomes	P.22	Curriculum, POs, PEOs, Mission and Vision statements	
	Rubrics developed to validate the POs	P.23	Mapping of course outcome with Program Outcomes	
Teaching Learning Process	Teaching Methodologies & Aids			ICT & Innovative Teaching Methodologies
	E learning modules	P.50	MOODLE File	Department E content File
	Project work UG/PG	P.9	Sample Best and Average Project Reports/thesis	Project Files
	Direct & Indirect Assessment Tools	P.27	Direct and indirect assessment to show attainment of POs and PSOs	
	Strategies for Slow Learners - Remedial Classes			Remedial Classes File



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Criterion	Items	List of P Files mapped		Other Supporting Documents
Teaching Learning Process	Parents meeting: Students Progress	P.28	Stakeholders involvement in the process of improvement of PEOs and POs	Parents Meeting
	Students Feedback on Faculty & Analysis and Action taken	P.38	Feedback form, analysis of F Feedback and corrective actions	Stakeholder's Feedback File
	Stakeholder's Feedback Analysis and Action taken	P.28	Stakeholders Involvement in the process of improvement of PEOs and POs	
Faculty Contribution	Funded Projects completed & Ongoing	P.14	List of R & D and consultancy projects along with approvals and project completion reports	
	Faculty Participation in Conference/FDP/STTP/Seminar/Guest Lectures/Webinars/Workshop	P.12	Faculty list with designation, qualification, joining date, publication, R & D, interaction details	
	Research Publications/Articles/Books /Book Chapters /Conferences Published	P.13	List of Faculty publications along with DOIs and publication/citation details	
	Faculty Certification of MOOCs through SWAYAM & other Government programs	P.12	Faculty list with designation, qualification, joining date, publication, R & D, interaction details	
	Faculty Contribution in Developing E-Content	P.19	List of short-term courses, workshop arranged and course-modules developed	
	Faculty as Resource Persons	P.12	Faculty list with designation, qualification, joining date, publication, R & D, interaction details	
	Faculty Achievements	P.12	Faculty list with designation, qualification, joining date, publication, R & D, interaction details	



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Criterion	Items	List of P Files mapped		Other Supporting Documents
Faculty Contribution	PhD awarded during the year	P.14	List of R & D and consultancy projects along with approvals and project completion reports	
Department Activities	MOUs Signed	P.19	List of short-term Courses, Workshop arranged and Course-Modules developed	
	Consultancy			
	Collaborations			
	Conference/FDP/Seminar/Workshop/ Symposium organized			
	Guest Lecture/Training Program/Webinar/ Awareness Program conducted			
	Extension Activity			
	Interaction with Industry/Research Centers and Educational Institutions			
	Professional Society Activities			
Students Support & Progression	Certifications: Online and Blended Learning (Online courses through NPTEL SWAYAM etc..)	P.46	MOOCs File	
	Involvement in Extracurricular and Co-Curricular Activities	P.8	List of Students' Papers along with Hard-copies of the Publications; Professional society Publications/Magazines, etc	Industrial Visit & Internship(National/International)
	Industrial Visit	P.45	Industrial Visit / Entrepreneurship cell File	
	Internship (National & International)	P.43	International Admissions/ Internships	



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	International Admissions	P.43	International Admissions/ Internships	
	Students Achievements	P.8	List of Students' Papers along with Hard-copies of the Publications; Professional society Publications/Magazines, etc	
	Placement	P.6	Placement and higher studies data	
	GATE and other Competitive Exams File	P.52	GATE and other competitive exams	
Infrastructure	No of class rooms	P.16	List of class rooms, faculty rooms	
	No of labs	P.17	List of Program specific Labs and computing Facility within Department	
	No of computers	P.17		
	Department Budget Allocations and Utilization	P.2	Department Budget and allocations	
	Technical Man Power Support	P.17	List of Program specific Labs and computing Facility within Department	
Continuous Improvements	Improvement in Curriculum for mapping POs and PSOs	P.26	Improvement in curriculum for mapping POs and PSOs	
	New Program specific Facility created	P.20	Records of new program specific facility created	
	Records of Overall Program Specific Improvements	P.21	Records of overall program specific improvements	
	Newsletter/magazine	P.41	Department NewsLetter/Magazine	
	Student Alumni File	P.44	Student Alumni File	
	Best Practices in the Department			Department File



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<b>Documents to be verified</b>	<b>List of Files to be kept during Audit</b>
Attendance Registers duly filled in all regards and signed by the concerned Head of the Department (Blue Books & Yellow Books)	Log Books ( Theory & Laboratory)
Random verification of Answer scripts (Internal -- Department Office and External – Controller of Examinations' Office)	Internal Exams- Answer Scripts are to be kept in Department Office
CO-PO Attainment Calculations	CO PO Attainment File (P.27- Direct and indirect assessment to show attainment of POs and PSOs )
Minutes of PAC Meetings( DAB, PAC, IAAB, IDC)	P.22( Curriculum, POs, PEOs, Mission and Vision statements) (DAB, PAC, IAAB, IDC) & BoS Minutes
Documentation of Academic Schedule, Calendars, Department Events, Feedback on Curriculum etc.	Files to be kept <ul style="list-style-type: none"><li>➤ Academic Schedule</li><li>➤ Academic Calendar(P.31)</li><li>➤ Department Events (P.19)</li><li>➤ Stake Holder's Feedback (P.28)</li></ul>
Documentation of Faculty Course files, Personal files, Research Contributions and Achievements	Files to be arranged for Audit: <ul style="list-style-type: none"><li>➤ Course Files</li><li>➤ Personal Files</li><li>➤ Research Contributions</li><li>➤ Faculty Achievements</li></ul>
Documentation of Student Pass Percentage, Analysis of Student Backlogs and the measures undertaken, No. of students cleared the Programme within the stipulated time, Student Achievements etc.	P.3 (Admission – seats filled and ranks), P.4 (List/Number of students who cleared the program in 4 years) & P.5 (Average Grade point (CGPA))



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Equipment/Software procured in the last year, Calibration Details, Master Manuals. Utility Register, Stock Registers etc.	P.17 (List of program specific labs and computing facility within Department) & all Laboratory Files( including Equipment/Software procured in the last year, Calibration Details, Master Manuals. usage register, Stock Registers etc.)
Minutes of Department Meetings	Department MoM File/Register
Timetables & Workload	P.32(Time tables and workload)
SFR Calculations for the Academic Year ( )	P.10 Details of Faculty Student ratio
Mentoring	P.42 Students Mentor details



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## SWOC Analysis Report

**Strengths:**

**Weaknesses:**

**Suggestions for improvement:**





# National Board of Accreditation (NBA)

## Supporting Document Manual

### LIST OF DOCUMENTS / RECORDS TO BE MADE AVAILABLE DURING VISIT

(Records of last three years to be made available, wherever applicable)

#### **A. PROGRAM SPECIFIC:**

Each program for which an institution seeks accreditation or reaccreditation must have in place. Nearly 30-32 files have to be built as follows:

##### **P1 NBA accreditation reports of the past visits, if any**

- ❖ Keep records of NBA accreditation reports.
  - Keep following things additional documents if you want.
    - Keep records of NAAC report (if College is NAC accredited).
    - Keep records of AICTE recognition (affiliations/recognitions)
    - Keep records of University affiliation (affiliations/recognitions)
- ❖ **Note:** See your SAR, based on that, you have to build documents.

##### **P2 Department budget and allocations (last 3 years' data)**

- ❖ Keep records of 3 years (CAY, CAYm1, CAYm2)
- ❖ Keep records of **budget** and **utilization** for **department**.
- ❖ Keep records of **budget** and **utilization** for **program** level.
- ❖ In case, if you were **unable to utilize** amount, give **justification**. Keep **proceedings** of that for CAY, CAYm1, CAYm2.
- ❖ **Note:** See your SAR, based on that, you have to build documents

##### **P3 Admission – seats filled and ranks (last 3 years' data)**

- ❖ Keep records of 3 years (CAY, CAYm1, CAYm2)
- ❖ What intake (**on roll**)
  - Not sanctioned intake. Number of students are joining program.
- ❖ Number of **seats filled**.
- ❖ Number of **seats filled** through **CET/Government** quota.
- ❖ Number of **seats filled** through **management** quota.
- ❖ **Rank lists** for **students** who joined in programs.
- ❖ **Note:** See your SAR, based on that, you have to build documents

##### **P4 List/Number of students who cleared the program in 4 years (last 3 years' data)**

- ❖ Keep records of 3 years (CAY, CAYm1, CAYm2)
- ❖ Number of **students joined**.
- ❖ Number of **students passed**.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

##### **P5 Average Grade point (CGPA) (last 3 years' data of students' CGPA/ percentage)**

- ❖ Keep records of 3 years (LYG, LYG m1, LYG m2)
- ❖ Keep records of **Academic Performance** details.
- ❖ **Note:** See your SAR, based on that, you have to build documents.





**P.6 Placement and higher studies data (last 3 years' data)**

- ❖ Keep records of 3 years (LYG, LYG m1, LYG m2)
- ❖ Placement and higher studies data.
  - Placement
    - Name of company, list of students,
  - Higher studies
    - Name of students, college/university.
- No. of students cleared GATE/CAT/any other.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

**P.7 Professional society activities, events, conferences organized etc.**

- ❖ Keep records of 3 years (CAY, CAYm1, CAYm2)
- ❖ Professional societies / chapters and organising engineering events.
- ❖ List of conference/workshops, etc. organized with helps of professional chapters like CSI/IEEE/ACM/IET by department.
- ❖ Proceedings of documents to be kept for all events.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

**P.8 List of students' papers along with hard-copies of the publications; professional society publications/magazines, etc.**

- ❖ Keep records of 3 years (CAY, CAYm1, CAYm2).
- ❖ Organization of paper contests, design contests, etc. and achievements
- ❖ **Note:** See your SAR, based on that, you have to build documents.

**P.9 Sample best and average project reports/theses**

- ❖ Keep list of projects of 3 years (LYG, LYG m1, LYG m2)
- ❖ Segregate student's projects based on
  - Research based
  - Application based.
  - Society based, etc..
  - Keep some sample of best project
  - Keep some sample of average project
  - Keep some sample of worst project.

**P.10 Details of faculty student ratio**

- ❖ Keep records of 3 years (CAY, CAYm1, CAYm2).
- ❖ Student Teacher Ratio (STR)
  - You have to take actual intake of program (on roll).
  - All students of 2<sup>nd</sup> year, 3<sup>rd</sup> year, 4<sup>th</sup> year including lateral entry, etc.
  - Keep separately 1<sup>st</sup> year students.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

**P.11 Faculty details with their service books, salary details, sample appointment letters, promotion and award letters/certificates**

- ❖ List of all faculty members.
- ❖ List of all salary details.
- ❖ List of all appointment letters.
- ❖ List of all promotion letter
- ❖ List of all award letters/certificates if any.



**P.12 Faculty list with designation, qualification, joining date, publication, R & D, interaction details**

- ❖ Keep records of 3 years (CAY, CAYm1, CAYm2).
- ❖ List of all faculty members with designation, qualification, joining date, publication, R & D, consultancy, interaction with outside world details.
- ❖ Note: See your SAR, based on that, you have to build documents.

**P.13 List of faculty publications along with DOIs and publication/citation details**

- ❖ Keep records of 3 years (CAY, CAYm1, CAYm2).
- ❖ List of all faculty publications with DOIs.
- ❖ Keep all faculty Google citation if any
- ❖ Keep all faculty DBLP data if any.
- ❖ Note: See your SAR, based on that, you have to build documents.

**P.14 List of R & D and consultancy projects along with approvals and project completion reports.**

- ❖ Keep records of 3 years (CAY, CAYm1, CAYm2).
- ❖ List of R & D project
  - Approval amount
  - Duration
  - PI & CO-PI.
  - Agency.
  - Ongoing/complete.
    - If completed, project completion report
  - Outcomes of project.
    - List of journal papers/conference papers if any.
    - List of patent/copyright if any.
- ❖ List of consultancy projects
  - Approval amount
  - Duration
  - PI & CO-PI.
  - Agency.
  - Ongoing/complete.
    - If completed, project completion report
  - Outcomes.
    - List of journal papers/conference papers if any.
    - List of patent/copyright if any
- ❖ Note: See your SAR, based on that, you have to build documents.

**P.15 List and proofs of faculty interaction with outside world**

- ❖ Keep records of 3 years (CAY, CAYm1, CAYm2).
- ❖ Interaction with a reputed institution abroad, institution of eminence in India, national research laboratories.
- ❖ Note: See your SAR, based on that, you have to build documents.

**P.16 List of class rooms, faculty rooms**

- ❖ Description of Classrooms
  - Room description
  - No. of Rooms
  - Usage
  - Shared /Exclusive
  - Capacity Rooms



- Equipped with PC, Internet, etc.
- ❖ Description of Faculty **rooms**,
  - Room description
  - No. of Rooms
  - Usage
  - Shared /Exclusive
  - Equipped with PC, Internet, etc.
- ❖ Description of Conference **halls**
  - Room description
  - No. of conference halls
  - Usage
  - Shared /Exclusive
  - Equipped with PC, Internet, etc.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

**P.17 List of program specific labs and computing facility within department.**

- ❖ List of **laboratories** in the Department
  - Academic labs.
  - Major project based labs
  - Minor project based labs
- ❖ List of **computing** facility within **department**
  - No.of systems.
  - No.of routers/switches.
  - No.of printers.
  - Any other.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

**P.18 List of non-teaching staff with their appointment letters etc**

- ❖ List of qualified **technical** supporting **staff** for programme specific.
- ❖ Keep their **appointment letters**.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

**P.19 List of short-term courses, workshop arranged and course-modules developed**

- ❖ Keep **records** of **3 years** (CAY, CAYm1, CAYm2).
- ❖ List of **short-term** courses, **workshop** arranged
  - No. of students attended-UG/PG/Faculty members.
  - Name of resource person.
  - Place and date.
  - Any feedback from students if any
  - Keep proceedings of short-term courses, workshops with photos (if you have).
- ❖ **Note:** See your SAR, based on that, you have to build documents.

**P.20 Records of new program specific facility created, if any**

- ❖ Keep **records** of **3 years** (CAY, CAYm1, CAYm2).
- ❖ **New** program specific **facility created** at department level/program level.
  - Ex: IBM CoE.
  - Ex: ARM lab.
  - Ex: MOOC.
  - Any new facility created/developed by faculty members/management for benefit of students.
- ❖ Keep proceedings of each facilities and outcomes of each facility.
- ❖ **Note:** See your SAR, based on that, you have to build documents.



**P.21 Records of overall program specific improvements, if any**

- ❖ Keep records of **3 years** (CAY, CAYm1, CAYm2) in case if **program is accredited**
- ❖ Keep records of **5 years** (CAY, CAYm1, CAYm2, CAYm3, CAY4) in case if **program is not accredited.**
- ❖ Any **improvements** in terms of **R&D, CoE**, smart class room, new teaching methodology, Wi-Fi, **no.of Ph.D** completed, lab creation, new technology usage, **results, infrastructure**, conducting short-term course, etc...
- ❖ **Note:** See your SAR, based on that, you have to build documents.

**P.22 Curriculum, POs, PEOs, Mission and Vision statements.**

- ❖ Keep records of **Curriculum, POs, PEOs, Mission and Vision** statements.
- ❖ **Proceedings of stakeholder's** involvement in the process of POs, PEOs, Mission and Vision statements.
  - No.of meeting
  - Internal stake holders
  - External stake holders.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

**P.23. Mapping of course outcome with Program Outcomes**

- ❖ Keep records of **mapping COs** against **POs** and **PSOs**.
- ❖ **Justification** to map and proceedings for it.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

**P.24. Course files, plan of course delivery, question papers, answer scripts, assignments, reports of assignments, project reports, report of design projects, list of laboratory experiments, reports of laboratory experiments etc.**

- ❖ **Course Design:**
  - A sheet consists of Course instructor, email, class room, his contact number, contact time,
  - Course content: about 5 to 6 lines what we taught in the course, course details like L-T-P hours,
  - Prerequisite for the program,
  - Course objectives
  - Course outcomes,
  - Program outcomes,
  - Mapping of COs with POs,
  - Course content/syllabus,
  - Assessment - tests and quizzes/AATs etc.
- ❖ Method of teaching, Chalk and talk/ppts/NPTEL lectures/cds, etc.
- ❖ Time table.
- ❖ List of students.
- ❖ Lesson planning.
- ❖ Syllabus copy.
- ❖ Lecture notes/handouts.
- ❖ Test papers mentioning the COs, POs and PSO - Bloom's taxonomy.
- ❖ Scheme and solution of internal tests.
- ❖ Sample answer papers.
- ❖ List of lab Programs.
- ❖ Marks sheet.
- ❖ University Question papers (Collection).
- ❖ Result analysis for internal exams (tests) with respect to COs-POs.
- ❖ Result analysis for external exams (university) with respect to COs-POs.



**P.25. Rubrics developed to validate the POs**

- ❖ List of **rubrics used** to validate the POs.
- ❖ List of **rubrics used** to validate the PSOs.
- ❖ Justification to use it and **proceedings** of it.

**P.26. Improvement in curriculum for mapping POs and PSOs**

- ❖ Keep **records of 3 years**
- ❖ Actions if any PO/PEO (PSO/PEOs) is not meet target.
  - Name of program/event organized
  - Number of students
  - Outcome of program/event
- ❖ Justification to action and proceedings for it.

**P.27. Direct and indirect assessment to show attainment of POs and PSOs**

- ❖ List the **direct** and **indirect assessment** tools for POs/PSOs.
- ❖ What are **weights considered** for direct and indirect.
- ❖ What are **tools** considered for attainment?
- ❖ Number of **samples** are **considered**.
- ❖ Keep **records** of 3 years- PO/PSOs attainment levels.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

**P.28. Stakeholders involvement in the process of improvement of PEOs and POs**

- ❖ List the **stake holders**.
- ❖ How **frequency** meeting take place.
- ❖ See **past** years details of **PEO** and **POs/PSOs attainment** level.
- ❖ **Proceedings** of meeting to be kept ready.
  - Problems/issues addressed.



### Annexure-I

#### **Additional Files**

P.29	Collected forms of various indirect assessment tools (e.g. alumni survey, employer survey, etc.)
P.30	Any other documents which may be necessary to evaluate the SAR
P.31	Academic calendars
P.32	Time tables and workload
P.33	List of additional experiments
P.34	List of software's
P.35	List of Seminars topics & doc given by students if any
P.36	Handouts/files along with outcomes, list of additional topics to meet the outcomes.
P.37	Set of question papers, assignments, evaluations schemes, etc.
P.38	Feedback form, analysis of feedback and corrective actions.
P.39	Documental feedback received from the stakeholders (e.g., industries, parents, alumni, financiers, etc.)
P.40	List of faculty who teach first year courses along with their qualifications.
P.41	Department News Letter/Magazine
P.42	Students Mentor details Coordinator
P.43	International Admissions/ Internships
P.44	Student Alumni File
P.45	Industrial visit / Entrepreneurship cell File
P.46	MOOCs File
P.47	Department meeting (other activities, Counseling & report )
P.48	International relations cell File
P.49	Department Library File
P.50	MOODLE File
P.51	MITS-IMS File
P.52	GATE and other competitive exams File



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**



# **Annexure-II**

**P10 file Index Page (Sample Copy)**





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**Department of** \_\_\_\_\_

**ESTD:** \_\_\_\_\_

# **Program Specific File**

# **P<sub>10</sub>**

**P10. Details of faculty student ratio**



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**



# **Annexure-III**

**P10 file content page (Sample Copy)**



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DEPARTMENT OF \_\_\_\_\_

## INDEX SHEET Program Specific File P<sub>10</sub>

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Faculty In-charge

Head of the Department