



Files to be maintained by the Department for B.Tech Program

File No	File Name / File Description
1.	NBA / AICTE / UGC / JNTUA Information/ISO EOMS Standards
	<ul style="list-style-type: none"> ➤ NBA accreditation letters & reports ➤ List of actions taken on weaknesses and deficiencies of latest NBA visit ➤ UGC autonomous letters ➤ NAAC accreditation letters ➤ JNTUA affiliation letters ➤ EOMS Surveillance audit report
2	News Letters / Brochure / Magazine /Portfolio
	Records of Technical Magazines, Newsletters, Brochures, Portfolio etc.
3	Department Annual Reports
	Annual Report and Records, Photographs, Albums of Professional clubs/Associations associated with the Department
4	Minutes of Board of Studies/ IAAB ,DAB &PAC Meetings
	<ul style="list-style-type: none"> ➤ List of BoS members / Academic Council Approved Minutes of meetings ➤ Minutes of Meeting for IAAB ➤ Minutes of Meeting for DAB ➤ Minutes of Meeting for PAC
5	Vision, Mission, PEOs, POs, PSOs for Institution & Department
	<ul style="list-style-type: none"> ➤ Process used in defining Vision, Mission, PEO and PSO statements ➤ ISO 21001:2018 EOMS Standards
6	a) Curricula Development and Implementation (as per NCrF & NSQF/IKS https://mits.ac.in/newiqac1#ug-tab38)
	<ul style="list-style-type: none"> ➤ Structure of the Curriculum (As per Washington accord knowledge and attitude Profile POs (Defined by NBA)) ➤ Percentage of New Courses introduced(Skill oriented courses) ➤ Percentage of Syllabus Revision (as per NAAC) ➤ Syllabus of the program highlighting components of Skill-based Training , Embedded apprenticeship /Field projects / Research Projects /Internships/ Professional Ethics/Gender/Human Values/ Environment and Sustainability into the Curriculum ➤ Strategies for Implementation of Education Policy(Multidisciplinary and Interdisciplinary programs, establishment of an Academic Bank of Credits system) ➤ PO, PSO and their Mapping with Courses ➤ Course Outcomes and Course Articulation Matrix
	Source: https://www.nbaind.org/files/2-SAR-UG-EG-T1_1%20August%202024_revised_Format_20240801144723.pdf
	b) Online and Blended Learning (Online courses through SWAYAM /SWAYAM Plus)
	<ul style="list-style-type: none"> ➤ BOS document highlighting the Policy towards creditization of MOOC Courses ➤ Approved list of Courses & Records of Certification - MOOCs Completed-students
Quality of Teaching & Learning	
7	Academic Calendars Year wise Academic calendars (Institute & Department),Syllabus copies, Academic Regulations
8	Instruction methods using Pedagogical Initiatives <ul style="list-style-type: none"> ➤ Teaching Learning Strategies include Experiential learning, Group learning and Teaching, Learning through Problem Solving, Project based Learning, Peer teaching, Game based Learning, Technology based learning, self study, Case Studies and Real-Life Examples ➤ Teachers use ICT-enabled tools including online resources for effective teaching



9	Quality of Capstone Project
	<ul style="list-style-type: none"> ➤ Process of Project allocation, list of Guides, Students, Titles, Progress Review details, Internal marks list ➤ Quality of the capstone/major project is measured with respect to Environment, Sustainability, Safety, Ethics, cost, type (Application, Product, Research, Review etc.) and standards
10	Best and Average Projects
	Evidences of Quality projects & Rubrics used to access the student projects and its outcomes
11 Industry Academia Linkage	
	a)Records for Activities involve:
	<ul style="list-style-type: none"> ➤ Lectures from Industry Experts ➤ Collaborative Workshop /Seminar/Conference with Industry and Stakeholders ➤ Field / Industry Visit ➤ Internships outside the Curriculum
	a) Industry Supported Lab
12	Complex Engineering Problems Incorporating Sustainability Goals
	Details of core courses (Project based learning, Problem-based learning), Mini projects, Integrated design projects, Capstone projects, Hackathon or any other Activity-based learning towards solving Complex Engineering Problems targeting relevant SDGs.) Source:
14	Outcome-Based Assessment
	<ol style="list-style-type: none"> a) Evaluation of Continuous Assessment through Assignments and Mid-Term b) Evaluation of the End Semester Exam (ESE) Question Paper c) Evaluation of Laboratory Work and Workshop/Seminar (Continuous and ESE)/SOC d) Evaluation of Industrial Training/ Internship (Continuous and SEE) e) Evaluation of Projects f) Evidence of Addressing Sustainable Development Goals (SDG): https://sdgs.un.org/goals g) Evaluation of QUIZ with MCQ/ Case Study/ Self and peer assessment/ skills h) Document Evidences of Quality Assessment
15	Attainment of Course Outcomes
	<ul style="list-style-type: none"> ➤ Assessment Tools and Processes used to gather the Data for the Evaluation of Course Outcome ➤ Attainment of Course Outcomes for each course ➤ Records of CO-PO/PSO mapping of all courses
16	Attainment of Program Outcomes and Program Specific Outcomes
	<ul style="list-style-type: none"> ➤ Assessment Tools and Processes Used to Gather the Data for the Evaluation of PO/PSO ➤ Records of list of assessment tools used for PO and PSO & attainment values ➤ Observation and actions taken based on the results of POs /PSO
Catering to Diversity	
17	Strategies for Slow Learners - Remedial Classes
	Evidences of Strategies for Slow Learners - Remedial Classes and its impact analysis(Circular, Timetable, Geo tagged Photograph)
18	Enrichment Courses
	Evidences of Programs for Advanced Learners and impact analysis(Circular, Timetable, Geo tagged Photograph)
19	Content Beyond Syllabus
	Records of delivery details of the Content Beyond the Syllabus & List of Activities / List of Events organized course wise topic wise.



20	Bridge Courses Appropriateness of the gaps identified Bridge courses/refresher courses to the need-based students
21	Language Proficiency Course / Teaching & writing in Bharathiya Basha
22	Time Tables Class time tables, Faculty workloads, Individual Faculty Timetable, Lab Utilization, Master Time Table
23	Minutes of Department Meetings <ul style="list-style-type: none"> ➤ Meeting with faculty ➤ Meeting with Non-teaching staff ➤ Meeting with Class Representatives & Ladies Representatives
24	Course files Theory
25	Course files Laboratory
26	Budget Allocations and Utilization <ul style="list-style-type: none"> ➤ Financial Year wise Budget requisition and approval letters ➤ Bills and invoices, utilization Reports
27	Student Admissions <ul style="list-style-type: none"> ➤ Evidences of number of seats filled under various Quotas and Quality of students (Ranks) admitted to the program ➤ Nominal Rolls List ➤ Admission details for the Program excluding those admitted through Multiple Entry and Exit points. (As per New NBA SAR) ➤ Admission details for the program through Multiple Entry and Exit points
28	Student Attendance Details of Student Attendance, Condonation & Detentions, Readmissions
29	Academic Performance Result Analysis: Subject Wise Result Analysis, Section Wise Result Analysis, Faculty Follow-up, Top Ten Students Program Success Rate Success rate without backlogs and success rate within the stipulated period Details of students who have successfully graduated in the stipulated period of study [Total of with Backlogs+ without Backlogs] Student Academic Performance Academic Performance of 1 st , 2 nd , 3 rd year Students
30	Placement Statistics <ul style="list-style-type: none"> ➤ Percentage of Placement of Outgoing students ➤ Details of Student Placements -Student wise and Company wise offer letters
31	Students Higher Studies & Achievements <ul style="list-style-type: none"> ➤ International Admissions for Higher Studies ➤ M.Tech / MS University Admission Letters and Identity card (National) ➤ Score Cards for IIT/NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State Government Examinations etc
32	Entrepreneurship details
33	Professional Society Activities <ul style="list-style-type: none"> ➤ Professional Societies Registrations ➤ Events organized for students



34	Student's Participations in Professional Events
	Evidence of documents for Participations in Professional Events (Hackathon, Ideathon, Codeathon, etc) by Students Permission letters, Copy of Published papers, Participation Certificates
35	Student Publication of Journals, Conferences, Magazines, Newsletters, etc. in the Department
	List of Student Publications along with names of Editors, Issue No, Volume No & a list of Students
36	Capacity Development and Skills Enhancement activities
	Records for organized Soft Skills, Language and Communication skills, Life skills (Yoga, Physical fitness, Health and hygiene, Self-Employment and Entrepreneurial skills), awareness of trends in technology programs
37	Outreach and Extension Activities (incorporating SDGs)
	Records of Outcomes of extension activities in the neighborhood's community in terms of impact and sensitizing the students to social issues and holistic development, and awards received if any Source: : https://sdgs.un.org/goals
38	NSS / Extracurricular Activities (incorporating SDGs)
	Evidence of documents for extension and outreach programs conducted by the Department through organized forums including NSS/NCC with involvement of community Source: : https://sdgs.un.org/goals
39	Sports and cultural events / competitions
	<ul style="list-style-type: none"> ➤ Record of organized Events / competitions on Sports and Cultural Events ➤ Number of awards/medals for outstanding performance in sports/cultural activities at inter- collegiate / State /National / International events
40	Value-added courses
	<ul style="list-style-type: none"> ➤ Title & Brochure of Value-added courses ➤ Course Content or Syllabus ➤ Schedule & Time Tables ➤ Details of Course Faculty / Visiting Faculty Courses with Student enrolled ➤ Course Completion certificates
41	Faculty Profiles
	Faculty Details with their Qualifications, Salary Details, Appointment Letters, Promotions and Award Letters / Certificates, Ratification letters
42	Faculty – Student Ratio
	Faculty – Student Ratio, Cadre Ratio, Faculty Retention
43 Faculty Contribution	
	a) Memberships in Profession Societies at National/International Levels
	b) Faculty as Resource Persons in STTPs/FDPs
	c) Faculty Participation in STTP/FDP
	d) Faculty Contribution in Development of SWAYAM MOOCs and other E-Content
	e) Faculty Certification of MOOCs through SWAYAM & other Government programs
	f) FDP/STTP Organized by the Department
	g) Faculty Support in Student Innovative Projects
	h) Faculty Internship/Training/Collaboration with Industry
	i) Ph.D. Student Details



44	Faculty Research Publications / Book chapters / Books / Citations
	Records for Faculty Publications, Books, Book Chapters, Citations
45	Development Activities
	IPR Grants/published working models Prototype
46	Faculty R & D Projects
	Projects sanctioned per Faculty along with Approvals and Project Reports
47	Consultancy work
48	Number of Ph.D scholars guided
49	Institution Seed Money or Internal Research Grant to its Faculty for Research Work
50	Faculty Performance Appraisal
	<ul style="list-style-type: none">➤ Faculty Performance Appraisal Forms➤ Faculty Self-appraisal forms (AICTE 360^o Feedback)
51	Technical Man Power Support
	Evidences of Non-Teaching staff members along with their appointment letters, Degree Certificates , Skill upgradation, etc.
52	Departmental Infrastructure Facilities
	<ul style="list-style-type: none">➤ Teaching – learning, viz., Classrooms, Laboratories, Computing Facilities etc➤ ICT – enabled facilities such as Smart class, LMS, Faculty cabins etc
53	Laboratories and Computing Facilities
	<ul style="list-style-type: none">➤ Records of List of Labs, Lab In-charges, Lab Time Tables, Utilization of Lab, Lab Layout➤ List of Experiments, Lab Manuals➤ List of Equipment with details➤ Stock Registers, Equipment Movement Register, Maintenance and Repair Registers
54	Lab Maintenance and Safety Measures
	Records of Lab Maintenance and Safety measures available within the Department Laboratories.
55	Project Laboratories / Research Laboratories / Centre of Excellence/Innovation & startup
	Records of Project laboratories, Research laboratories and other additional facilities available within the Department
56	MoUs / linkages
	Number of functional MoUs/linkages with Institutions/ Industries in India and Abroad for Internship, on-the-job training, project work, student / faculty exchange and collaborative research
57	Academic Audit and Corrective Measures Taken
	Records of Academic Audit and Corrective measures taken in the last 3 years
58	Continuous Improvements
	<ul style="list-style-type: none">➤ Actions Taken Based on the Results of Evaluation of the COs Attainment➤ Actions taken based on the results of evaluation of each of the POs and PSOs➤ Improvement in Faculty Qualification/Contribution➤ Improvement in Placement, Higher Studies and Entrepreneurship➤ Improvement in the quality of students admitted to the program➤ Remedial action taken on the observations made during last accreditation visit /New initiatives taken/New Facilities Introduced /Improvement made after last visit



**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,CST), MBA & MCA**



Checklist No: IQAC/24-25/3

59	Stakeholder's Feedback Analysis and Action taken
	Feedback on a)Students b) Faculty c) Alumni d) Employers e) Parents f) National/ International Experts g) Industry Experts Feedback
60	Students Feedback
	a) Feedback about Curriculum b) Feedback about Teaching Learning Process c) Feedback about Facilities d) Feedback about Faculty e) Graduate Exit Survey f) Course Exit Survey
61	Student Mentoring
	Ratio of Mentees to Mentor for Academic and other Psychological issues
62	Student Complaints / Grievances
	Records for Student Complaints / Grievances Action taken reports
63	Best Practices
	Describe two Best practices successfully implemented by the Department Documentation main in the format