

List of Documents / Records to be verified during the Visit-Master PG Management Program
(Records of last three years to be made available, wherever applicable)

The program of an Institution that is seeking accreditation or re-accreditation must have following list of files in place:

F.1	NBA accreditation reports of past visits and list of actions taken based on weaknesses and deficiencies of latest NBA visit (if any).
F.2	Records of process used in defining vision, mission, PEO and PSO statements.
F.3	Publication and dissemination & awareness programs on vision, mission & PEO, POs, PSOs statements
F.4	Justification of PEO matrix against department mission elements.
F.5	Records of GC/GB/senate and other academic and administrative bodies, their responsibilities and strategic plan and implementations
F.6	Records of various rules, policies, procedures, service book and academic regulations. Policies, procedures and service book made available on the college website.
F.7	Governance, leadership and management. Records of leader selection and decentralization process in working for taking administrative decisions
F.8	Records of grievance redressal mechanism including anti-ragging committee, sexual harassment committee and corrective measures taken in the last 3 years.
F.9	Records of budget allocation and utilization at College/Program level, audited statement of accounts by CA in the last 3 years. Delegation of financial powers of various heads and sample bills.
F.10	Records of course outcomes (COs) of all courses.
F.11	Records of CO-PO/PSO mapping of all courses and courses-PO/PSO mapping
F.12	Course file with plan of course delivery, question papers, answer scripts, assignments, reports of assignments, project reports, report of design projects, list of laboratory experiments, etc.
F.13	Records of list of assessment tools for POs and PSOs & attainment values. Observation and actions taken based on the results of POs /PSO in the last 3 years.
F.14	Records of program curriculum and process used to identify extent of compliance of curriculum for attaining POs & PSOs.
F.15	Records of delivery details of the content beyond the syllabus & list of events organized in the past 3 years.
F.16	Records of instructional methods and pedagogical initiatives and usage of testcases and innovations done by the faculty in teaching and learning
F.17	Records of list of methodologies used to support weak students and encourage bright students and impact analysis.
F.18	Records of quality assessment in continuous internal evaluation-internal question

	paper, assignment, quiz, etc.
F.19	Evidences of quality students' projects and rubrics to access the student projects and its outcomes in the last 3 years.
F.20	Evidences of number of seats filled and student diversity and quality of students' admission to the program in the last 3 years.
F.21	Evidences of program success rate and academic performance in the last 3 years.
F.22	Evidences of quality of placement, higher studies and entrepreneurship details in the last 3 years.
F.23	Evidences of list of professional societies and number of events organized by the Department in the last 3 years.
F.24	Records of technical magazines, newsletters, etc & student publications in the last 3 years
F.25	Details of faculty student ratio.
F.26	Records of list of regular/contract/visiting faculty members with their appointment letters, designation, qualification, promotion, salary details, etc.
F.27	Evidences of list of Management Development Programmes organized (including FDPs) for past 3 years
F.28	Records of student feedback on teaching learning process & faculty performance appraisal system and corrective measures taken in the last 3 years.
F.29	Evidences of faculty publications/books/chapters/citations/IPRs/cases studies documented and published/ Ph.D awarded and number of Ph.D scholars guided by faculty members in the last 3 years.
F.30	List of R&D projects and consultancy projects along with approval in the last 3 years.
F.31	Records of industry internships and summer training/guest lectures and list of student activities supported by Industry in the last 3 years.
F.32	Evidences of industry people involvements in curriculum development project and setting lab/ Incubation and academic bodies
F.33	Evidences of international student exchange programs and faculty exchange program through MoUs and collaborative projects in the last 3 years.
F.34	List of classrooms, labs and new facilities created if any.
F.35	Records of library resources, digital library, IT infrastructure and learning management system and self-learning facilities available.
F.36	Records of alumni association, involvement of alumni and alumni database, meetings
F.37	Records of academic audit and corrective measures taken in the last 3 years.