

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

Institute Specific

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

I.1	Records of the mentoring system, including the efficacy of the mentoring system, and please provide a few samples of mentor diaries or proctor diaries from respective branches.
I.2	Records of feedback on teaching and learning, feedback on various facilities, feedback analysis, and corrective measures taken in the last 3 years.
I.3	Records of the Career Guidance Cell, Training & Placement Cell, and Entrepreneurship Cell, including the number of programs organized and their outcomes in the last 3 years
I.4	Evidence of financial support in the form of scholarships and paper presentations for students, as well as alumni support in beyond-syllabus activities in the last 3 years.
I.5	Evidence of cultural, community, and outreach activities in the last 3 years.
I.9	Records of the Governing Council (GC), Governing Body (GB), Senate and other academic and administrative bodies, including their responsibilities and details of the strategic plans and their implementation.
I.10	Records of various rules, policies, procedures, service books, and academic regulations, including policies, procedures, service books, and student, faculty, and staff details, are made available on the college website.
I.11	Records of strategies for implementation of education policies like NEP 2020, state education policies, etc., initiatives related to Sustainable Development Goals, and financial support for the startup ecosystem.
I.12	Records of governance, leadership, and management, including details of the decentralization process for administrative decision-making.
I.13	Records of grievance redressal mechanisms, including the Anti-Ragging Committee, Sexual Harassment Committee, and corrective measures taken in the last 3 years
I.14	Records of budget allocation and utilization at the college level, audited statements of accounts by a Chartered Accountant (CA) in the last 3 years, and details of the delegation of financial powers to various heads.
I.15	Records of library resources, digital library facilities, and self-learning facilities available within the college.
I.16	Records of Internet and Wi-Fi facilities, provisions for accessing Internet and Wi-Fi facilities for students and staff, and Internet security mechanisms available within the college

Program Specific:

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

P.1	NBA accreditation reports of past visits and a list of actions taken based on the weaknesses and deficiencies of the latest NBA visit (if any)
P.2	Records of processes used in defining vision, mission, PEO, and PSO statement.
P.3	Publication and dissemination among stakeholders and awareness programs on vision, mission, PEO, PO, and PSO statements.
P.4	Justification of the PEO matrix against Dept mission elements
P.5	Records of program curriculum and the process used to identify the extent of compliance with the curriculum for attaining POs and PSOs.
P.6	Records of the quality of program curriculum and initiatives towards education policy at the program level
P.7	Records of delivery details of the content beyond the syllabus and list of activities and events organized for the past 3 years
P.8	Records of instructional methods and pedagogical initiatives used in teaching and learning.
P.9	Records a list of methodologies used to support weak students and a list of methodologies used to encourage bright students. Impact analysis related to the implementation of these methodologies.
P.10	Records of quality assessment in continuous internal evaluation (internal question paper, assignment, quiz, etc.).
P.11	Evidence of quality students' projects and rubrics used to assess the student projects and their outcomes in the last 3 years.
P.12	Records of initiatives related to industry interaction and the partial delivery of lectures by experts from industry and research institutes and their impact analysis in the last 3 years.
P.13	Records of industry internships and summer training and their impact analysis in the last 3 years.
P.14	Records of course outcomes (COs) for all courses.
P.15	Records of CO-PO/PSO mapping of all courses as well as courses-PO/PSO mapping
P.16	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.
P.17	Records of a list of assessment tools used for PO and PSO, along with attainment values, observations, and actions taken based on the results of POs and PSOs in the last 3 years.
P.18	Evidence of the number of seats filled under various quotas and the quality of students admitted to the program, including their ranks and percentage of marks, in the last 3 years.

P.19	Evidence of program success rates, including success rates without backlogs and success rates within the stipulated period, in the last 3 years.
P.20	Evidence of the academic performance of 1 st and 2 nd year students over the past 3 years.
P.21	Evidence of a list of placement, higher studies, and entrepreneurship outcomes over the last 3 years.
P.22	Evidence of a list of professional societies and the number of events organized by the department in the last 3 years.
P.23	Evidence of records of technical magazines, newsletters, journals, etc., as well as student participation in inter-institute events and a list of awards received by students in the last 3 years.
P.24	Details of the student-faculty ratio for the past 3 years.
P.25	Records of faculty members, including their appointment letters, designations, qualifications, promotion history, and salary details for regular, contract, and visiting faculty members/professors of practice, etc.
P.26	Evidence of short-term courses and workshops arranged, course modules developed, faculty competencies, and innovations done by the faculty in the teaching and learning process
P.27	Evidence of faculty participation in FDP/STTP/NPTEL/training activities in the last 3 years. Faculty contributions to educational policy implementation like NEP 2020 and state education policy, etc.
P.28	Evidence of faculty publications, books, chapters, citations, IPRs, awards, Ph.D awarded, and the number of Ph.D. scholars guided by faculty members in the last 3 years.
P.29	List of R&D projects and consultancy projects, including approval letters and proof of working models and products developed by faculty in the last 3 years.
P.30	Records of student feedback on the teaching-learning process and faculty performance appraisal system, along with corrective measures taken in the last 3 years.
P.31	Records of a list of classrooms, program-specific laboratories, and other computing facilities available within the department.
P.32	Records of project laboratories, research laboratories, industry-supported laboratories, and other additional facilities available within the department.
P.33	Records of lab maintenance and safety measures are available within the department's laboratories.
P.34	Evidence of non-teaching staff members, including their appointment letters, degrees, skill upgrades, etc.
P.35	Records of academic audits and corrective measures taken in the last 3 years.