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 2021 - Band: 201-250 (Engg.)
NBA Accredited - B.Tech. (CIVIL, CSE, ECE, EEE, MECH), MBA & MCA
INTERNAL QUALITY ASSURANCE CELL (IQAC)

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 builds as follows:

P.1 NBA accreditation reports of the past visits, if any
- ❖ Keep records of **NBA** accreditation reports.
  - o 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.

P.2 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

P.3 Admission – seats filled and ranks (last 3 years' data)
- ❖ Keep records of **3 years** (CAY, CAYm1, CAYm2)
- ❖ What intake (**on rol**l)
  - o 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

P.4 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.

P.5 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.

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P.6 Placement and higher studies data (last 3 years' data)
- ❖ Keep **records** of **3 years** (LYG, LYG m1, LYG m2)
- ❖ **Placemen**t and **higher studies** data.
  - o Placement
    - ▪ Name of company, list of students,
  - o Higher studies
    - ▪ Name of students, college/university.
- o   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 chapterslike CSI/IEEE/ACM/IET by department.
- ❖ **Proceedings** of documents to be kept for all evens.
- ❖ **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.

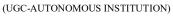**P.9 Sample best and average project reports/theses**
- ❖ Keep **list** of **projects** of **3 years** (LYG, LYG m1, LYG m2)
- ❖ **Segregate student's** projects based on
  - o Research based
  - o Application based.
  - o Society based, etc..
  - o Keep some sample of best project
  - o Keep some sample of average project
  - o 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**)
  - o You have to **take** actual intake of program (**on roll**).
  - o All students of 2nd year, 3nd year, 4th year including lateral entry, etc.
  - o Keep separately 1st 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.

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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
  - o **Approval amount**
  - o Duration
  - o PI & CO-PI.
  - o Agency.
  - o Ongoing/complete.
    - ▪ If completed, project completion report
  - o Outcomes of project.
    - ▪ List of journal papers/conference papers if any.
    - ▪ List of patent/copyright if any.
- ❖ List of **consultancy** projects
  - o **Approval amount**
  - o Duration
  - o PI & CO-PI.
  - o Agency.
  - o Ongoing/complete.
    - ▪ If completed, project completion report
  - o 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**
  - o Room description
  - o No. of Rooms
  - o Usage
  - o Shared /Exclusive
  - o Capacity Rooms

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- o Equipped with PC, Internet, etc.
- ❖ Description of Faculty **rooms**,
    - o Room description
    - o No. of Rooms
    - o Usage
    - o Shared /Exclusive
    - o Equipped with PC, Internet, etc.
- ❖ Description of Conference **halls**
    - o Room description
    - o No. of conference halls
    - o Usage
    - o Shared /Exclusive
    - o 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
    - o Academic labs.
    - o Major project based labs
    - o Minor project based labs
- ❖ List of **computing** facility within **department**
    - o No.of systems.
    - o No.of routers/switches.
    - o No.of printers.
    - o 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**
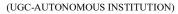- ❖ List of qualified **technical** supporting **staff** for programme specific.
- ❖ Keep their **appointment letters**.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

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
    - o No. of students attended-UG/PG/Faculty members.
    - o Name of resource person.
    - o Place and date.
    - o Any feedback from students if any
    - o 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.
    - o Ex: IBM CoE.
    - o Ex: ARM lab.
    - o Ex: MOOC.
    - o Any new facility created/developed by faculty members/management forbenefit of students.
- ❖ Keep proceedings of each facilities and outcomes of each facility.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

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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.
  - o No.of meeting
  - o Internal stake holders
  - o External stake holders.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

P23. **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**:
  - o A sheet consists of Course instructor, email, class room, his contact number, contact time,
  - o Course content: about 5 to 6 lines what we taught in the course, course details like L-T-P hours,
  - o Prerequisite for the program,
  - o Course objectives
  - o Course outcomes,
  - o Program outcomes,
  - o Mapping of COs with POs,
  - o Course content/syllabus,
  - o 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.

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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.

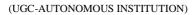**P.26.** **Improvement in curriculum for mapping POs and PSOs**
  ❖ Keep **records of 3 years**
  ❖ Actions if any PO/PEO (PSO/PEOs) is not meet target.
    o Name of program/event organized
    o Number of students
    o Outcome of program/event
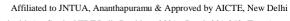 ❖ Justification to action and proceedings for it.

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.
    o Problems/issues addressed.

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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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Annexure-II

P10 file Index Page (Sample Copy)

Department of _____

ESTD: _____

Program Specific File

P10

P10. Details of faculty student ratio

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Annexure-III

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DEPARTMENT OF _____

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Faculty In-charge   **Head of the Department**