



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 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



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- 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.





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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)**





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

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

# **Program Specific File**

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

**P10. Details of faculty student ratio**



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# **Annexure-III**

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



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

## INDEX SHEET

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

S. No.	Content	Remarks	Page No
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Faculty In-charge

Head of the Department

**List of Documents / Records to be verified during the Visit-UG Engineering 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:**

<b>File No</b>	<b>Description</b>	<b>Existing Format</b>	<b>As per NBA Manual Institute Specific:3.4.2.1</b>
I.1	Evidences of appointment letters of all first-year courses teaching faculty members, their qualifications and first year faculty-student ratio.	<b>I.15.</b> List of faculty along with their qualifications teaching first year courses <b>I.16.</b> Results of the First Year students	xv) List of faculty along with their qualifications teaching first year courses;
I.2	Evidences of first-year student academic performance in the last 3 years.		xvi) Results of First Year students; and
I.3	Course files(1 <sup>st</sup> year) with plan of course delivery, question papers, sample answer scripts, assignments, reports of assignments, list of laboratory experiments, reports of laboratory experiments, etc.		xvii) Documents related to number of seats filled in the first year. xi) Course Files containing course details, expected Course Outcomes, sets of question papers, assignments, evaluation schemes, etc. for first year students
I.4	Records of PO/PSO attainment values of all first-year courses and observations actions taken based on the results of PO/PSO in the last 3 years.		xii) Analysis for assessment and attainment of outcomes; list of additional topics to meet the outcomes
I.5	Records of mentoring system and state the efficacy of the mentoring system-Keep few samples of mentor diaries /proctor diaries of respective branches.		
I.6	Records of feedback on teaching learning and feedback on various facilities & feedback analysis and corrective measures taken in the last 3 years.	<b>I.13.</b> Feedback form, analysis of feedback and corrective actions	xiv) Documented feedback received from the stake-holders (e.g., Industries, Parents, Alumni, Financiers, etc.) of the Institution
I.7	Records of career guidance cell, training & placement cell & entrepreneurship cell & no.of programs organized and its outcomes in the last 3 years.	<b>I.7.</b> Records of T & P, career and guidance cells	vii) Records of T & P, career and guidance cells

<b>File No</b>	<b>Description</b>	<b>Existing Format</b>	<b>As per NBA Manual</b>
I.8	Evidences of co-curricular and extra-curricular activities in the last 3 years.	--	---
I.9	Records of GC/GB/senate and other academic and administrative bodies, their responsibilities and strategic plan and implementations.	<b>I.1.</b> Composition of GC/GB, Senate and other Academic and Administrative bodies, their functions and responsibilities. List of all the meetings held in the past 3 years along with the attendance records, minutes and action-taken reports of a few meetings of such bodies along with the list of current faculty members who are members of such bodies.	i) Composition of General Council/Board of Governors, Senate and other Academic and Administrative bodies, their functions and responsibilities. List of all the meetings of these bodies held in the past three years along with the attendance records, minutes and action-taken reports of a few meetings of such bodies along with the list of current faculty members who are members of such bodies
I.10	Records of various rules, policies, procedures, service book and academic regulations. Policies, procedures and service book made available on the college website.	<b>I.2.</b> Rules, policies and procedures published by the Institution including service book and academic regulations along with the proof that the employees/students are aware of the rules and procedures	ii) Rules, policies and procedures published by the institution including service book and academic regulations along with the proof that the employees / students have been made aware of the rules and procedures
I.11	Governance, leadership and management. Records of decentralization process in working for taking administrative decisions	<b>I.4.</b> Informative web site	iv) Informative website along with its address
I.12	Records of grievance redressal mechanism including anti-ragging committee, sexual harassment committee and corrective measures taken in the last 3 years.	---	---
I.13	Records of budget allocation and utilization at college level, audited statement of accounts by CA in the last 3 years. Delegation of financial powers of various heads.	<b>I.3.</b> Budgeted allocation and utilization: Audited statement of accounts	iii) Budget allocation and utilization: Audited Statement of Accounts

<b>File No</b>	<b>Description</b>	<b>Existing Format</b>	<b>As per NBA Manual</b>
I.14	Records of library resources, digital library facilities and self-learning facilities available within the College.	<b>I.5.</b> Library resources – books and journal holdings	v) Library resources – books and journal holdings
I.15	Records of Internet & Wi-Fi facilities, provision for accessing Internet/Wi-Fi facilities for students and staff & Internet security mechanism available within the College.	<b>I.6.</b> Listing of core, computing and manufacturing etc	vi) Listing of core, computing and manufacturing, etc

**Program Specific:**

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

<b>File No</b>	<b>Description</b>	<b>Existing Format</b>	<b>As per NBA Manual 3.4.2.2 Program Specific</b>
P.1	NBA accreditation reports of past visits & list of actions taken based on weaknesses and deficiencies of latest NBA visit (if any).	<b>P.1</b> NBA accreditation reports of past visits & list of actions taken based on weaknesses and deficiencies of latest NBA visit (if any).	i) NBA accreditation reports of the past visits, if any;
P.2	Evidences of program specific budget allocation and utilization in the last 3 years and sample bills	<b>P.2</b> Evidences of program specific budget allocation and utilization in the last 3 years and sample bills	ii) Department budget and allocations (last 3 years data); xxxi) Budget allocation and utilization
P.3	Records of process used in defining vision, mission, PEO and PSO statements.	SAR	
P.4	Publication and dissemination among stakeholders & awareness programs on vision, mission & PEO, PO, PSO statements.	<b>P.22</b> Curriculum, POs, PEOs, Mission and Vision statements	xxii) Curriculum, POs, PEOs, Mission and Vision statements;
P.5	Justification of PEO matrix against department mission elements.	SAR	
P.6	Records of program curriculum and process used to identify extent of compliance of curriculum for attaining POs & PSOs.	<b>P.26.</b> Improvement in curriculum for mapping POs and PSOs	xxvi) Improvement in curriculum for mapping POs and PSOs
P.7	Records of delivery details of the content beyond the syllabus & list of activities/ events organized for past 3 years.	<b>P.36</b> Hand outs/files along with outcomes, list of additional topics to meet the outcomes	---
P.8	Records of instructional methods and pedagogical initiatives used in teaching and learning.	-----	----
P.9	Records of list of methodologies used to support weak students and encourage bright students and impact analysis.	Remedial Classes File & P.52 GATE and other competitive exams File	----
P.10	Records of quality assessment in continuous internal evaluation-internal question paper, assignment, quiz, etc.	<b>P.37</b> Set of question papers, assignments evaluations schemes, etc.	----
P.11	Evidences of quality students' projects & rubrics used to assess the student projects and its outcomes in the last 3 years.	<b>P.9</b> Sample best and average project reports/theses <b>P.25.</b> Rubrics developed to validate the POs	ix) Sample best and average project reports/theses xxv) Rubrics developed to validate the POs and PSOs



<b>File No</b>	<b>Description</b>	<b>Existing Format</b>	<b>As per NBA Manual 3.4.2.2 Program Specific</b>
P.12	Records of initiatives related to industry interaction & partial delivery of lectures by expert from Industry/research Institutes and its impact analysis in the last 3 years.	Department File	---
P.13	Records of industry internships/summer training and its impact analysis in the last 3 years.	P.43 International Admissions/ Internships	---
P.14	Records of course outcomes (COs) of all courses.	P.23. Mapping of course outcome with Program Outcomes	xxiii) Mapping of Course Outcomes with POs and PSOs
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.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.	xxiv) 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.;
P.17	Records of list of assessment tools used for PO and PSO & attainment values. Observation and actions taken based on the results of POs /PSO in the last 3 years.	P.27. Direct and indirect assessment to show attainment of POs and PSOs	xxvii) Direct and indirect assessment to show attainment of POs and PSOs
P.18	Evidences of number of seats filled under various quotas and quality of students (ranks/percentage of marks) admitted to the program in the last 3 years.	P.3 Admission – seats filled and ranks (l a s t 3 years' data)	iii) Admission – seats filled and ranks ( last 3 years data);
P.19	Evidences of program success rate (success rate without backlogs and success rate within the stipulated period) in the last 3 years.	P.4 List/Number of students who cleared the program in 4 years (last 3 years' data)	iv) List/Number of students who cleared the program in 4 years (last 3 years data)
P.20	Evidences of academic performance of 2 <sup>nd</sup> and 3 <sup>rd</sup> year students in the last 3 years.	P.5 Average Grade point (CGPA) (last 3 years' data of students' CGPA/ percentage)	v) Average Grade point (CGPA) (last 3 years data of students' CGPA/ percentage)

<b>File No</b>	<b>Description</b>	<b>Existing Format</b>	<b>As per NBA Manual 3.4.2.2 Program Specific</b>
P.21	Evidences of placement, higher studies and entrepreneurship details in the last 3 years.	<b>P.6</b> Placement and higher studies data (last 3 years' data)	vi) Placement and higher studies data (last 3 years data)
P.22	Evidences of list of professional societies and number of events organized by the Department in the last 3 years.	<b>P.7</b> Professional society activities, events, conferences organized etc.	vii) Professional society activities, events, conferences organized, etc.;
P.23	Records of technical magazines, newsletters, etc & student participations in the inter-institute events & list of awards received by the students in the last 3 years.	<b>P.8</b> List of students' papers along with hard-copies of the publications; professional society publications/magazines, etc.	viii) List of students' papers along with hard-copies of the publications; professional society publications/magazines, etc.
P.24	Details of faculty student ratio.	<b>P.10</b> Details of faculty student ratio	x) Details of faculty student ratio
P.25	Records of list of regular/contract/visiting faculty members with their appointment letters, designation, qualification, promotion, salary details, etc.	<b>P.11</b> Faculty details with their service books, salary details, sample appointment letters, promotion and award letters/certificates	xi) Faculty details with their service books, salary details, sample appointment letters, promotion and award letters/certificates
P.26	Evidences of short-term courses/workshops arranged, course-modules developed, faculty competencies and innovations done by the faculty in teaching and learning process.	<b>P.19</b> List of short-term courses, workshop arranged and course-modules developed	xix) List of short-term courses, workshop arranged and course-modules developed
P.27	Evidences of faculty participation in the FDP/STTP/NPTEL/training activities in the last 3 years.	<b>P.12</b> Faculty list with designation, qualification, joining date, publication, R & D, interaction details <b>P.15</b> List and proofs of faculty interaction with outside world	xii) Faculty list with designation, qualification, joining date, publication, R & D, interaction details
P.28	Evidences of Faculty Publications/books/chapters/citations/IPR s/awards/Ph.D awarded and number of Ph.D scholars guided by faculty members in the last 3 years.	<b>P.13</b> List of Faculty publications along with DOIs and publication/citation details	xiii) List of Faculty publications along with DOIs and publication/citation details
P.29	List of R&D Projects and Consultancy projects along with approval letters & proof of working models/ products developed by faculty in the last 3 years.	<b>P.14</b> List of R & D and consultancy projects along with approvals and project completion	xiv) List of R & D and consultancy projects along with approvals and project completion reports

<b>File No</b>	<b>Description</b>	<b>Existing Format</b>	<b>As per NBA Manual 3.4.2.2 Program Specific</b>
P.30	Records of student feedback on teaching learning process & faculty performance appraisal system and corrective measures taken in the last 3 years.	<b>P.38</b> Feedback form, analysis of feedback and corrective actions	----
P.31	Records of list of program specific laboratories and other computing facilities available within the department.	<b>P.17</b> List of program specific labs and computing facility within department	xvii) List of program specific labs and computing facilities within the department
P.32	Records of project laboratories, research laboratories, industry-supported laboratories and other additional facilities available within the department.	<b>P.20</b> Records of new program specific facility created, if any & <b>P.16</b> List of class rooms, Faculty rooms	xx) Records of new program specific facility created, if any xvi) List of class rooms, faculty rooms
P.33	Records of lab maintenance and safety measures available within the department laboratories.	SAR(Department File)	
P.34	Evidences of non-teaching staff members along with their appointment letters, degree, skill upgradation, etc.	<b>P.18</b> List of non-teaching staff with their appointment letters etc	xviii) List of Non-teaching staff with their appointment letters, etc
P.35	Records of academic audit and corrective measures taken in the last 3 years.	<b>P.21</b> Records of overall program specific improvements, if any SAR (Department File)	xxi) Records of overall program specific improvements, if any xxix) Actions identified for improvement and their impact analysis