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

The list below is just a guideline. The Institution may prepare their own list of documents in support of the SAR that they are submitting.

Institute Specific

I.1. 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 alongwith the attendance records, minutes and action-taken reports of a few meetings of such bodies alongwith the list of current faculty members who are members of such bodies.

I.2. Rules, policies and procedures published by the Institution including service book and academic regulations alongwith the proof that the employees/students are aware of the rules and procedures.

I.3. Budgeted allocation and utilization: Audited statement of accounts

I.4. Informative web site

I.5. Library resources – books and journal holdings,

I.6. Listing of core, computing and manufacturing etc.

I.7. Records of T & P , career and guidance cells

I.8. Records of safety checks and critical installations

I.9. Medical care records and usages of ambulance etc.

I.10. Academic calendar, schedule of tutorial and makeup classes

I.11. Handouts/files alongwith Outcomes; list of additional topics to meet the outcomes.

I.12. Set of question papers, assignments, evaluation schemes etc.

I.13. Feedback form, analysis of feedback and corrective actions

I.14. Documented feedback received from the stake-holders (e.g., Industries, Parents, Alumni, Financiers etc.) of the Institution

I.15. List of faculty along with their qualifications teaching first year courses

I.16. Results of the First Year students.

Program Specific

Each program for which an institution seeks accreditation or reaccreditation must have in place:

P.1 NBA accreditation reports of the past visits, if any

P.2 Department budget and allocations (last 3 years data)

P.3 Admission – seats filled and ranks (last 3 years data)

P.4 List/Number of students who cleared the program in 4 years (last 3 years data)

P.5 Average Grade point (CGPA) (last 3 years data of students' CGPA/ percentage)

P.6 Placement and higher studies data (last 3 years data)

P.7 Professional society activities, events, conferences organized etc.

P.8 List of students' papers along with hard-copies of the publications; professional society publications/magazines, etc.

P.9 Sample best and average project reports/theses

P.10 Details of faculty student ratio

P.11 Faculty details with their service books, salary details, sample appointment letters, promotion and award letters/certificates

P.12 Faculty list with designation, qualification, joining date, publication, R & D, interaction details

P.13 List of faculty publications along with DOIs and publication/citation details

P.14 List of R & D and consultancy projects along with approvals and project completion reports

P.15 List and proofs of faculty interaction with outside world

P.16 List of class rooms, faculty rooms,

P.17 List of program specific labs and computing facility within department.

P.18 List of non-teaching staff with their appointment letters etc

P.19 List of short-term courses, workshop arranged and course-modules developed

P.20 Records of new program specific facility created, if any

P.21 Records of overall program specific improvements, if any

P.22 Curriculum, POs, PEOs, Mission and Vision statements

P.23 Mapping of course outcome with Program Outcomes

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.

P.25. Rubrics developed to validate the POs

P.26. Improvement in curriculum for mapping POs and PSOs

P.27. Direct and indirect assessment to show attainment of POs and PSOs

P.28. Stake-holders involvement in the process of improvement of PEOs and POs