

LIST OF DOCUMENTS / RECORDS TO BE MADE AVAILABLE DURING VISIT

(Records of last three years to be made available, wherever applicable)

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:

P.1 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.

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 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

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.

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 2nd year, 3rd year, 4th year including lateral entry, etc.
 - 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.

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
 - 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.

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 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.

- ❖ Here, you have to keep data of board of **governors/BoG/GC**
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- ❖ Here, you have to keep data of **administrative** setup
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- ❖ Here, you have to keep data of **functions of various Bodies** such as
 - Academic Committee(AC)
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
 - Finance Committee(FC)
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
 - Grievance Appeal Committee(GAC):
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings

- Student Affairs and Welfare Committee
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- Games and Sports Committee(GSC):
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- Mentoring Committee and Counselling (MCC):
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- Anti-Raging Committee(ARC):
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- Central Purchase Committee(CPC):
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- Infrastructure Management Committee(IMC):
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- Research and Development Committee(R&D):
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- Building & Works Committee (BWC).
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- BOG Sub Committee for Performance Monitoring
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- College Council (CC)
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- College Core Committee (CCC)
 - Members
 - Role and responsibility.
 - List issues/problems.

- Outcomes.
 - Proceedings
- HODs Committee
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- HODs Sub Committee for student activities Feedback Committee
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- Departmental Academic Committee (DAC)
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- Library Committee
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- Canteen Committee
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- Cultural Committee
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- Hostel Committee
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings
- Vigilance Squad
 - Members
 - Role and responsibility.
 - List issues/problems.
 - Outcomes.
 - Proceedings

- ❖ **Keep all proceedings** of Governing Council/ Governing Body and Academic and Administrative bodies and Academic and Administrative bodies meeting for past 3 years.
- ❖ **Note:** Whatever the committee it may be. It should be functional and operational. It should be not idle. Periodically, the committee has to meet and discuss the issues.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

I.2. 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.

- ❖ Here, you have to give data of **service rules/procedures**:
- ❖ Here, you have to give data of **recruitment procedure**:
- ❖ Here, you have to give data of **promotional policy**.

- ❖ Here, you have to give data of how **frequently meetings** are taken place.
- ❖ **Proceedings** of meeting to be kept ready.
- ❖ Keep some of **samples appointment letters** at levels of Professor, Associate Professor and Assistant Professor for **Engineering** and **Non engineering** (Maths, chemistry).
- ❖ Keep some of samples appointment letters at levels of programmer, librarian.
- ❖ Service rules must know by all employee.
 - Role and responsibility of Assistant Professor, Associate Professor and Professor and Principal, etc...
 - What to do
 - What not to do.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

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

- ❖ **Keep budget** of past 4 year's details.
- ❖ It is mainly **institute level**.
- ❖ Here, you have to give **total income**, actual expenditure, total number of student.
- ❖ When it comes to total **income**, colleges receive amount through students grants from Government and donation from other agencies/trusts.
- ❖ When it comes to actual **expenditure**, colleges spent amount through recurring, salaries, nonrecurring, special projects/other.
- ❖ Here, you have to give data of **decentralization** of admiration decision.
 - HoD/Vice Principal and Principal.
- ❖ **Audited statement** of accounts by **CA**.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

I.4. Informative web site

- ❖ **Informative web site** should be functional and keep all department information and all programs information, which are running.
- ❖ Keep record of domain **purchasing bill**.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

I.5. Library resources – books and journal holdings

- ❖ Keep **records** for past 4-5 years' details.
 - Titles and volumes per title
 - Scholarly journal subscription
 - Digital Library
- ❖ **Timings** and **usage**.
- ❖ Availability of a **qualified librarian** and other staff,
- ❖ Library **automation**,
- ❖ Budget **allocation, utilization**.
- ❖ **Online access**, space and ambience.
- ❖ **Note:** See your SAR, based on that, you have built documents.

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

- ❖ Keep all **centralized facilitates**.
- ❖ Ex: **Data centre**
- ❖ Ex: **Internet** centre.
- ❖ Ex: 3D printer lab, etc.
- ❖ Any common facilities.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

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

- ❖ Keep **proceedings** of programs/activities for past 3 years' details.
- ❖ List of **training programs** organized (no.of students, company, resource person, date).
 - Keep list of students names
- ❖ List of **placement program** organized by company (no.of students placed, company, company date).
 - Keep list of students names
- ❖ List of **career** and **guidance programs** and EDC cell programs organized (no.of students, company, resource person, date).
 - Keep list of students names.

- ❖ **Note:** See your SAR, based on that, you have to build documents.

I.8. Records of safety checks and critical installations

- ❖ Checks for **wiring** and **electrical installations** for leakage and earthing at class rooms, labs, etc.
- ❖ **Fire-fighting** measurements at class rooms, labs, etc.
- ❖ **Safety of civil** structure like soil testing and inspected by PWD.
- ❖ Handling of **hazardous** chemicals, E-waste at labs.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

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

- ❖ **Counselling facility** for boys and girls.
- ❖ **Emergency medical care** and ambulance facilities at college premises.
- ❖ Any **doctor** and **nurse**.
- ❖ **First aid** units at labs.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

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

- ❖ Keep **records** of past 3 years.
- ❖ **University Academic calendar.**
- ❖ Schedule of **tutorial classes** per week.
- ❖ **Makeup classes.**
- ❖ Special **classes** for **slow learners.**
- ❖ **Note:** See your SAR, based on that, you have to build documents

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

- ❖ Keep **records** of past 3 years.
- ❖ **Programs** organized at college levels.
 - Fest
 - Conference,
 - Workshops,
 - NCC,
 - NSS, etc.
- ❖ Keeps proceedings all events organized at College levels.
- ❖ **Note:** See your SAR, based on that, you have to build documents

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

- ❖ Keep **sample question papers**
 - Internal as well as external question papers
 - Keep broom bloom taxonomy-level.
- ❖ Keep **sample assignments.**
- ❖ Keep **sample-evaluation schemes.**
 - Schema and solution, Distribution of marks.
- ❖ **Note:** See your SAR, based on that, you have to build documents

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

- ❖ Keep **records** of 3 years
- ❖ **Feedback** given by students for all courses.
- ❖ **Analysis** of feedback
- ❖ How **frequently** it will be taken.
- ❖ **Corrective actions**
- ❖ Feedback given by students and faculty members for **facilities.**
- ❖ Feedback given by students for **HoD and principal.**
- ❖ **Note:** See your SAR, based on that, you have to build documents

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

- ❖ Keep **records** of 3 years
- ❖ **Feedback** received from stakeholders
 - Industries
 - Parents,
 - Alumni,
 - Financiers etc.
- ❖ **What actions** taken by College.

- ❖ **Proceedings** to be kept.
- ❖ **Note:** See your SAR, based on that, you have to build documents.

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

- ❖ List **1st year faculty** member's details
 - Name
 - DoB,
 - DoJ,
 - Qualification.
 - Designation.
 - Department.
- ❖ **Note:** See your SAR, based on that, you have to build documents

I.16. Results of the First Year students.

- ❖ Keep records of 3 years.
- ❖ Results analysis
 - No.of FCD.
 - No.of FC.
 - No.of SC.
 - No.of students fail.
- ❖ **Note:** See your SAR, based on that, you have to build documents