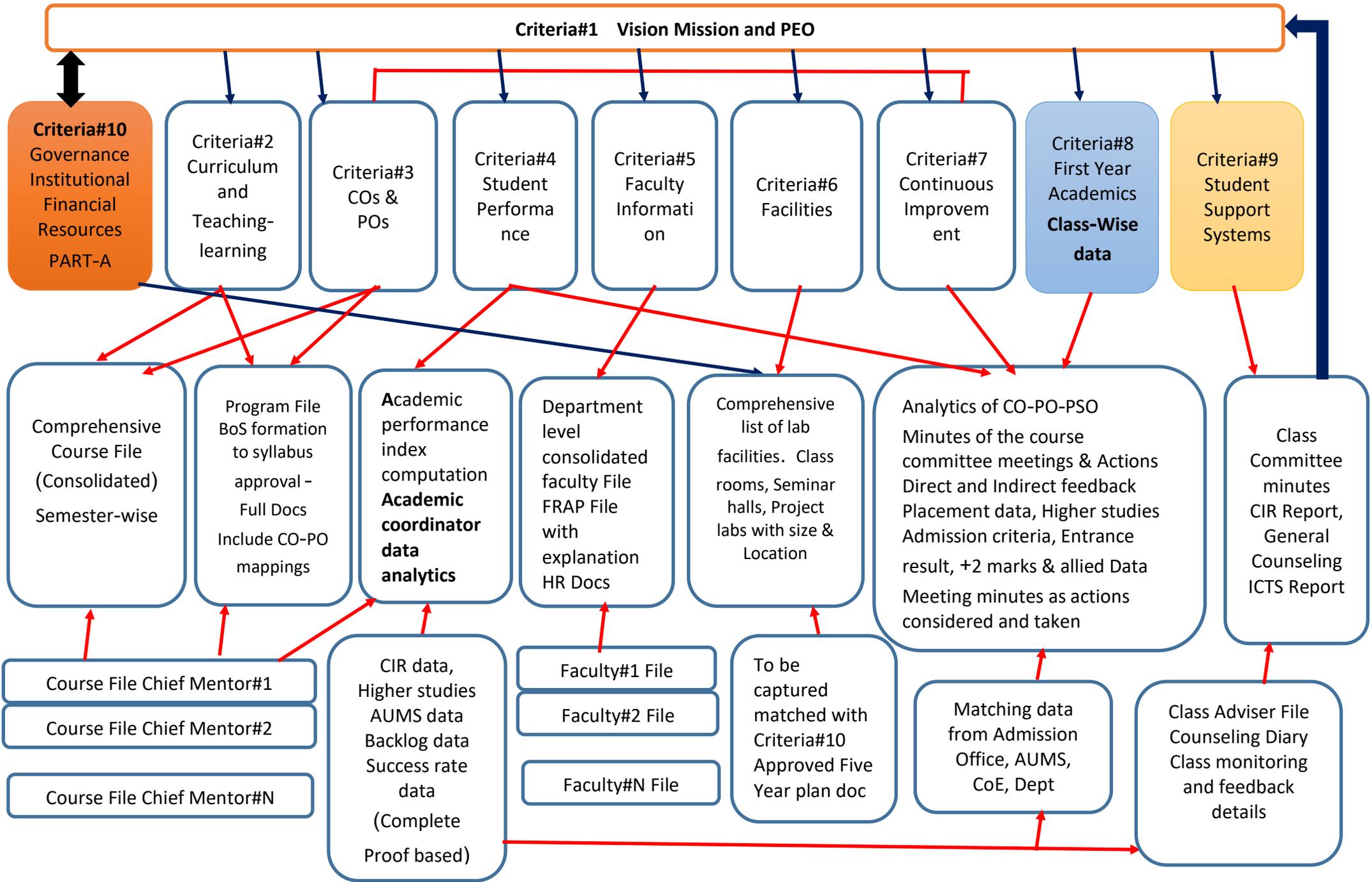


Department of ECE, Amrita School of Engineering, Coimbatore - File Tracking and Maintenance Chart



4.11 Do's and Don'ts for filling-in the SAR:

Do's:

SAR must

- be concise, pointed and adequate in length and breadth for the purpose of accreditation.
- provide relevant information as per format specified for individual Program
- **be printed on one side of paper with double spacing, using font 12times new roman, with at least one inch (2.54 cms) margin on all sides**
- be enclosed with vague photocopies of the documents
- ensure that care is taken while compiling the data and the data provided is authentic
- present data properly in appendices with charts, graphics and visuals wherever applicable
- provide relevant data for the past three years, unless it is specified otherwise in the respective Program manual.

The documents should be submitted as hard copy in soft bound form and mailed to NBA, New Delhi. Soft copy should be uploaded on the NBA website.

Don'ts:

- Original documents attached with SAR.
- Publications such as Books, Journals, Newsletters, Thesis, etc.