**Amrita School of Engineering, Coimbatore**

**NBA Accreditation First Year Academics files**

***All files have to be prepared for past 3 Academic Years (AY) namely 2017-2018, 2016-2017 and 2015-2016 as well as Current AY, i.e. 2018-2019***

**P11: FACULTY PROFILE**

**Responsibility: Individual Faculty**

**Remarks: No common format for Faculty Bio data. Faculty to showcase their strengths and achievements in their bio data**

**Contents**

|  |  |
| --- | --- |
| Ref | **SECTION – A Personal** |
| FA1. | Detailed Faculty Bio data (copy of latest degree certificate) |
| FA2. | Appointment Letters / Relieving Letters or Experience Certificates |
| FA3. | Promotion Letters-all (Latest one is mandatory) |
| FA4. | Incentives letters if available |
| FA5. | Copy of Faculty Appraisal (Duly signed by self and Chairperson) |
| FA6. | Letters regarding admin+ other duties taken, In-charges etc |
| FA7. | Awards / recognitions / Invitations received –Proof |
| FA8. | Copy of 3 pay slips (May 2018, May 2017, May 2016) |
|  | **SECTION – B Academics** |
| FB1 | Semester-wise Faculty time table (Ensure 14 to 16 contact hours ) |
| FB2 | Curricula where the courses are available |
| FB3 | Copy of syllabi of the courses taught /teaching |
| FB4 | Course plan and evaluation pattern (Year wise) |
| FB5 | Student feedback (Official) + Personal feedback also if any |
| FB6 | Appreciations by students /Alumni (Mail or letter) if any |
| FB7 | Certificates of attending, Resource persons for FDPs/workshops etc |
| FB8 | Letters of having honorary positions – BoS, Committees, Professional bodies etc |
| FB9 | Full list of Project guidance +samples(UG/PG/PhD in separate) |
| FB10 | Interaction with industries on courses / development – Proof |
|  | **SECTION – C Research** |
| FC1 | PhD Guidance details + Fellowship to scholars and sources |
| FC2 | Full List of Publications (Journal-SCI/Journal / Conferences) |
| FC3 | Selected two or three best publications in full /Patents |
| FC4 | Detailed list of funded projects (Submitted, Ongoing and completed) |
| FC5 | Copy of funded projects / seed sanction letters /closure |
| FC6 | Awards / session chairs / Journal reviewer / Invited talks/ Events organized |
| FC7 | Industry consultancy with proof |

**P25: COURSE FILE**

**Responsibility: Department**

**Remarks: As an ongoing process, this course file will be submitted to the department at the end of every semester**

**Contents**

|  |  |
| --- | --- |
| Ref | **SECTION – A Class** |
| CA1 | Details of the course with faculty mentors/sections |
| CA2 | Copy of the calendar where the class schedule |
| CA3 | Class Timetable (All sections) |
| CA4 | List of students/roll nos/M/F (Section-wise with faculty) |
| CA5 | Copy page of the curriculum and syllabus |
| CA6 | Faculty timetable of all. |
|  | **SECTION – B Course Plan, Mappings** |
| CB1 | Course Objectives with COs-POs + PSOs mapping (Full Matrix) |
| CB2 | Lecture plan – weekly basis – Assessments, Tutorials |
| CB3 | Evaluation pattern (as per BoS or approval based) |
|  | **SECTION – C Assessments and Attainments** |
| CC1 | Assessment marks (P1, P2, CA, ES) with Roll No. |
| CC2 | CO Attainment Chart – Direct Method |
| CC3 | Indirect Feedback details and compilation (All) |
| CC4 | CO Attainment chart – Indirect Method |
| CC5 | Final Course Committee minutes / Action taken report and feedback |
|  | **SECTION – D Course Documents** |
| CD1 | Work Register & Attendance status(signed copy) |
| CD2 | Question papers with Key with breakup + CO-BTL mapping chart |
| CD3 | Sample answer scripts (Best, average and Worst) |
| CD4 | Course Committee minutes |
| CD5 | Full mark list and results with analysis chart |
| CD6 | Course Feedback by students |
| CD7 | Instructional materials & Innovations |

**P4 & P5: FIRST YEAR STUDENT PERFORMANCE**

**Responsibility: Deputy Controller of Examinations**

**Semester 1 Result Format**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Reg. No | Name | Male/Female | SGPA | Backlogs | Remarks |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Average | 40/25 | 7.2 | 10 |  |

**Semester 2 Result Format**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Reg. No | Name | Male/Female | SGPA | Backlogs | Remarks |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Average | 40/25 | 7.2 | 10 |  |

**P10: DETAILS OF FIRST YEAR STUDENT – FIRST YEAR FACULTY RATIO**

**Responsibility: Human Resources (HR), School Academic Administration**

**Faculty Format (HR)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SNo** | **Name** | **Highest Qualification** | **Designation** | **Date of Joining (DOJ)** | **Date of Resignation (DOR)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Remark: Total first year student strength to be taken from File P4 & P5 (year-wise). This includes the students who left the institution and transferred to other department has to be considered in computing the student strength**

**P12: FIRST YEAR FACULTY LIST**

**Responsibility: HR, Department**

**Remarks: A summary faculty list to be provided as per Self-Assessment Report (SAR) format with fractional loads. Proof and details are available in P11: Faculty Profile file**

**P22, P24 & P27: FIRST YEAR CURRICULUM MAPPED TO POs WITH CO-PO CORRELATION & CURRICULAR IMPROVEMENTS**

**Responsibility: Department**

**Remarks:**

**Board of Studies minutes to be updated with an annexure with details of courses with COs mapped to POs. PSOs is not considered for first year curriculum. The Program Articulation matrix reflecting the CO to PO relevancy relationship will be based on the contribution of the CO to the PO and the evaluation pattern. Improvements in the curriculum can capture all curricular innovations and improvements such as syllabus revision, new electives, open electives, project-based courses etc**

**P28: DIRECT ASSESSMENT METHODS**

**Responsibility: Department**

**Remarks: The proportion for direct and indirect assessment methods is fixed as 80:20**

**There is no change in the attainment threshold for COs, i.e. 50**

**P29: STAKEHOLDER INVOLVEMENT**

**P30: INDIRECT ASSESSMENT METHODS**

**Responsibility: Department, CIR, Alumni Coordinator**

**Remarks: For indirect assessment, all feedback from stakeholders such as students, employers, parents, alumni, BoS members etc have to be captured and documented. For alumni, a customized format for each program is being developed with common questions for POs and program-wise PSOs of various departments. A guideline is being prepared on how to convert student feedback of faculty in AUMS to course exit survey for indirect assessment. Course and Class Committee meetings can also be used for course exit surveys.**