

**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:

I.1	Evidences of appointment letters of all first-year courses teaching faculty members, their qualifications and first year faculty-student ratio.
I.2	Evidences of first-year student academic performance in the last 3 years.
I.3	Course files (1 st year) with plan of course delivery, question papers, sample answer scripts, assignments, reports of assignments, list of laboratory experiments, reports of laboratory experiments, etc.
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.
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.
I.7	Records of career guidance cell, training & placement cell & entrepreneurship cell & no.of programs organized and its outcomes in the last 3 years.
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.
I.10	Records of various rules, policies, procedures, service book and academic regulations. Policies, procedures and service book made available on the college website.
I.11	Governance, leadership and management. Records of decentralization process in working for taking administrative decisions
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.
I.14	Records of library resources, digital library facilities and self-learning facilities available within the College.
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.

Program Specific:

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

P.1	NBA accreditation reports of past visits & list of actions taken based on weaknesses and deficiencies of latest NBA visit (if any).
P.2	Evidences of program specific budget allocation and utilization in the last 3 years and sample bills
P.3	Records of process used in defining vision, mission, PEO and PSO statements.
P.4	Publication and dissemination among stakeholders & awareness programs on vision, mission & PEO, PO, PSO statements.
P.5	Justification of PEO matrix against department mission elements.
P.6	Records of program curriculum and process used to identify extent of compliance of curriculum for attaining POs & PSOs.
P.7	Records of delivery details of the content beyond the syllabus & list of activities/ events organized for past 3 years.
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.
P.10	Records of quality assessment in continuous internal evaluation-internal question paper, assignment, quiz, etc.
P.11	Evidences of quality students' projects & rubrics used to assess the student projects and its outcomes in the last 3 years.
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.
P.13	Records of industry internships/summer training and its impact analysis in the last 3 years.
P.14	Records of course outcomes (COs) of all courses.
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.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.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.19	Evidences of program success rate (success rate without backlogs and success rate within the stipulated period) in the last 3 years.
P.20	Evidences of academic performance of 2 nd and 3 rd year students in the last 3 years.
P.21	Evidences of placement, higher studies and entrepreneurship details in the last 3 years.
P.22	Evidences of list of professional societies and number of events organized by the Department in the last 3 years.
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.
P.24	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.
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.
P.27	Evidences of faculty participation in the FDP/STTP/NPTEL/training activities in the last 3 years.
P.28	Evidences of faculty publications/books/chapters/citations/IPRs/awards/Ph.D awarded and number of Ph.D scholars guided by faculty members in the last 3 years.
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.
P.30	Records of student feedback on teaching learning process & faculty performance appraisal system and corrective measures taken in the last 3 years.
P.31	Records of list of program specific laboratories and other computing facilities available within the department.
P.32	Records of project laboratories, research laboratories, industry-supported laboratories and other additional facilities available within the department.
P.33	Records of lab maintenance and safety measures available within the department laboratories.
P.34	Evidences of non-teaching staff members along with their appointment letters, degree, skill upgradation, etc.
P.35	Records of academic audit and corrective measures taken in the last 3 years.