

**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 (I) Files:

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

File No.	Name of the File
I.1	Records of the first-year student-faculty ratio, including details of 1st-year faculty members such as their appointment letters, designations, qualifications, promotion history, and salary details for regular, contract, and visiting faculty members/professors of practice. Also, include faculty retention ratios and related information for the past 3 years.
I.2	Records of the mentoring system, including the efficacy of the mentoring system, and please provide a few samples of mentor diaries or proctor diaries from respective branches.
I.3	Records of feedback on teaching & learning process and various facilities, feedback analysis, and corrective measures taken in the last 3 years.
I.4	Records of the training, placement cell, startup and entrepreneurship cell, including the number of programs organized and their outcomes in the last 3 years
I.5	Records of composition of BoG/GB/Senate, other administrative and academic bodies; functions, and responsibilities; participation details of external members and attendance therein
I.6	Evidence of various rules, policies, procedures, service books, academic regulations including policies, procedures, service books, and details of students, faculty, and staff, are available on the Institute website
I.7	Evidence of budget allocation and utilization at the college level and as well as program level, audited statements of accounts by a Chartered Accountant (CA) in the last 3 years, and details of the delegation of financial powers to various heads.
I.8	Records of library resources, digital library facilities, and self-learning facilities available within the college.
I.9	Records of the Faculty Performance Appraisal and Development System (FPADS) and its implementation and effectiveness.
I.10	Records of e-governance, the institutional strategic plan, initiatives for sustainable development goals, innovative educational initiatives, their implementation, and outreach activities

Program Specific (P) Files:

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

File No.	Name of the File
P.1	Records of the processes used to define the vision, mission, Program Educational Objectives (PEO), and Program Specific Outcomes (PSO) statements, along with justifications for the PEO matrix in relation to the department's mission.
P.2	Evidence of publishing and disseminating the vision, mission, PEO, PO, and PSO statements, as well as awareness programs among stakeholders
P.3	Records of the program's curriculum, including its components, as well as details on the structure and process used to assess compliance with the curriculum in achieving POs and PSOs
P.4	Records of the quality of the program curriculum and initiatives related to education policy at the program level.
P.5	Records of course outcomes (COs) for all courses, as well as the mapping of courses to POs and PSOs
P.6	Records detailing the instructional methods and pedagogical initiatives employed in teaching and learning processes, including a list of methodologies used to support weak students and a list of methodologies used to encourage bright students. Impact analysis related to the implementation of these methodologies
P.7	Records of steps taken for enhancing industry-institute partnerships, industry internships, and summer training, along with their impact analysis from the last three years.
P.8	Evidence of the quality of students' capstone projects, mini/micro projects, and the rubrics used to assess the student and their outcomes over the past three year
P.9	Records of case studies and real-life examples
P.10	Records of the number of students obtained MOOCs certification through platforms such as SWAYAM/NPTEL, etc.
P.11	Evidence of strategies employed to solve complex engineering problems while integrating sustainability goals, as well as initiatives undertaken by the department towards achieving the Sustainable Development Goals (SDGs) over the past three year
P.12	Records of the assessment tools used for Program Outcomes (POs) and Program Specific Outcomes (PSOs), including attainment values, observations, and actions taken based on the results of POs and PSOs over the past three years
P.13	Records of quality assessment in Continuous Internal Evaluation (internal question paper, assignment, quiz, etc.) and Semester End Examination.
P.14	Course file including the plan of course delivery, question papers, answer scripts, assignments, reports of assignments, project reports, reports of design projects, and a list of laboratory experiments, etc.

P.15	Records of the assessment tools used for Course Outcomes (COs), including attainment values for all courses, observations, and actions taken based on the results of COs over the past three years.
P.16	Evidence of the number of seats filled under various quotas and the quality of students admitted to the program, including their ranks and percentage of marks, for the last 3 years.
P.17	Evidence of program success rates within the stipulated period, academic performance of 1 st , 2 nd , and 3 rd year students, and improvements in academic performance over the past 3 years.
P.18	Evidence of a list of placement, higher studies, and entrepreneurship outcomes in the last 3 years.
P.19	Records of a list of professional societies and the number of events organized by the department in the last 3 years.
P.20	Evidence of technical magazines, newsletters, journals, etc., as well as student participation in inter-institute events, and a list of publications and awards received by students in the last 3 years.
P.21	Records of student-faculty ratio, faculty qualifications, designations, and visiting faculty members/professors of practice, including their appointment letters. Also include promotion history, salary details for regular and contract faculty, faculty retention ratio, and improvements in faculty qualifications over the past 3 years.
P.22	Evidence of faculty membership and participation in FDPs, STTPs, NPTEL, and other training activities, as well as the number of FDPs/STTPs organized. Also, include faculty contributions to the development of MOOC courses and certifications of MOOCs through SWAYAM in the last 3 years.
P.23	Evidence of Faculty Support in Student Innovative Projects and Faculty Internship/ Training/ Collaboration with Industry in the last 3 years.
P.24	Records of faculty publications, books, chapters, patents, working models, Ph.D. enrollments, and the number of Ph.D. students graduated, including approval letters of R&D projects, consultancy projects, Institution Seed Money or Internal Research Grants, and proof of working models and products developed by faculty in the last 3 years
P.25	Records of program-specific laboratories, project laboratories, research laboratories, Centre of Excellence, industry-supported laboratories computing facilities and additional facilities available within the department.
P.26	Records of lab maintenance and safety measures are available within the department's laboratories.
P.27	Records of non-teaching staff members, including their appointment letters, degrees, skill upgrades, etc.
P.28	Evidence of academic audits and corrective measures taken and improvement in faculty qualification/contribution in the last 3 years.