

**List of Documents / Records to be verified during the Visit  
(Records of last three years to be made available, wherever applicable)**

**The list below is just a guideline. The Institution may prepare their own list of documents in support of the SAR that they are submitting.**

**Institution-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.
- 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;
- I.3. Budget allocation and utilization: Audited Statement of accounts.
- I.4. Informative web site.
- I.5. Library resources – books and journal holdings.
- I.6. Listing of core, computing and manufacturing, etc.
- I.7. Records of T & P, career and guidance cells.
- I.8. Records of safety checks and critical installations.
- I.9. Medical care records and usages of ambulance, etc.
- I.10. Academic calendar, schedule of tutorial and makeup classes.
- I.11. Handouts / files along with Outcomes; list of additional topics to meet the Outcomes.
- I.12. Set of question papers, assignments, evaluation schemes, etc.
- I.13. Feedback form, analysis of feedback and corrective actions.
- I.14. Documented feedback received from the stake-holders (e.g., Industries, Parents, Alumni, and Financiers, etc.) of the Institution.
- I.15. List of faculty along with their qualifications teaching first year courses.
- I.16. Results of the First Year students.

**Program-Specific**

**Each program for which an institution seeks accreditation or reaccreditation must have in place:**

- P.1 NBA accreditation reports of the past visits, if any.
- P.2 Department budget and allocations (last 3 years data).

- P.3 Admission – seats filled and ranks (last 3 years data).
- P.4 List/Number of students who cleared the program in 4 years (last 3 years data).
- P.5 Average Grade point (CGPA) (last 3 years data of students' CGPA/ percentage).
- P.6 Placement and higher studies data (last 3 years data).
- P.7 Professional society activities, events, conferences organized, etc.
- P.8 List of students' papers along with hard-copies of the publications; professional society publications/magazines, etc.
- P.9 Sample best and average project reports/theses.
- P.10 Details of faculty student ratio.
- P.11 Faculty details with their service books, salary details, sample appointment letters, promotion and award letters/certificates.
- P.12 Faculty list with designation, qualification, joining date, publication, R & D, interaction details.
- P.13 List of faculty publications along with DOIs and publication/citation details.
- P.14 List of R & D and consultancy projects along with approvals and project completion reports.
- P.15 List and proofs of faculty interaction with outside world.
- P.16 List of class rooms, faculty rooms.
- P.17 List of program-specific labs and computing facility within the department.
- P.18 List of non-teaching staff with their appointment letters, etc.
- P.19 List of short-term courses, workshops arranged and course-modules developed.
- P.20 Records of new program specific facility created, if any.
- P.21 Records of overall program specific improvements, if any.
- P.22 Curriculum, POs, PEOs, Mission and Vision statements.
- P.23 Mapping of Course Outcome with Program Outcomes.
- 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.
- P.25. Rubrics developed to validate the POs.
- P.26. Improvement in curriculum for mapping POs and PSOs.
- P.27. Direct and indirect assessment to show attainment of POs and PSOs.
- P.28. Stake-holders involvement in the process of improvement of PEOs and POs.