



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal - 500 043, Hyderabad, Telangana

Files to be maintained by the department for B.Tech Program

File No	File Name / File Description
1.	NBA / AICTE / UGC / JNTUH Information
	NBA accreditation letters & reports List of actions taken on weaknesses and deficiencies of latest NBA visit UGC autonomous letters NAAC accreditation letters JNTUH affiliation letters
2.	News Letters / Brochure / Magazine
	Records of technical magazines, newsletters, brochures etc.
3.	Department Annual Reports
	Annual report and records, photographs, albums of professional clubs/associations associated with the department
4.	Minutes of Board of Studies Meetings
	List of BoS members Minutes of meetings
5.	Curricula Development and Implementation
	Structure of the curriculum Percentage of new courses introduced Percentage of syllabus revision Syllabus of the program highlighting components of field projects / research projects / internships Professional Ethics/Gender/Human Values/ Environment and Sustainability into the Curriculum Feedback collected, analyzed, action taken& communicated to the relevant bodies
6.	Value-added courses
	Number and name of value-added courses Brochure and course content or syllabus Details of course faculty / visiting faculty Courses with student enrolled Course completion certificates Time tables
7.	Academic Calendars
	Year wise Academic calendars Syllabus copies, Academic rules and regulations
8.	Minutes of Department Meetings
	Department Advisory Board meetings Meeting of Program assessment committee Meeting with faculty Meeting with non-teaching staff Meeting with class representatives
9.	Budget Allocations and Utilization
	Financial Year wise Budget requisition and approval letters Bills and invoices, utilization Reports

File No	File Name / File Description
10.	Vision, Mission, PEOs, POs, PSOs, Process used in defining vision, mission, PEO and PSO statements
11.	Attainment of Course Outcomes Attainment of Course Outcomes for each course Records of CO-PO/PSO mapping of all courses as well as courses-PO/PSO mapping
12.	Attainment of Program Outcomes and Program Specific Outcomes Records of list of assessment tools used for PO and PSO & attainment values. Observation and actions taken based on the results of POs /PSO
13.	Student Admissions Evidences of number of seats filled under various quotas and quality of students (ranks) admitted to the program Nominal Rolls
14.	Student Attendance Details of Student Attendance, Condonation & Detentions, Readmissions
15.	Result Analysis Results Analysis, Subject Wise Result Analysis, Section Wise Result Analysis, Faculty Follow-up, Top Ten Students Program Success Rate Success rate without backlogs and success rate within the stipulated period Batch Wise Provisional Certificates (PCs) and Consolidated Marks Memos (CMMs) Student Academic Performance Academic performance of 2 nd and 3 rd year students
16.	Placement Statistics Percentage of placement of outgoing students Details of Student Placements -student wise and company wise, offer letters
17.	Students Higher Studies & Achievements MTech / MS /MBA University admission letters and identity card Score Cards for IIT/JAM/NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc Entrepreneurship details
18.	Professional Society Activities Professional societies registrations Events organized for students
19.	Paper Presentations / Workshops Attended by Students Evidence of documents for paper presentations / workshops attended by students permission letters, published papers copy, participation certificates
20.	Student-Publications List of Student publications along with DOI, publishers etc
21.	Guest Lectures / Seminars / Workshops / Training Programs Organized Evidence of documents for guest lectures / seminars / workshops / training Programs organized to students
22.	Capacity development and Skills enhancement activities Records for organized soft skills, language and communication skills, life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills), awareness of trends in technology programs
23.	Industry Interactions/ Internships / Summer Training / Visits

File No	File Name / File Description
	Records of initiatives related to industry interaction & partial delivery of lectures by experts from industry/research institutes and its impact analysis Records of industry internships/ summer training /visits and its impact analysis
24.	Project Work Allocation / Evaluation Process of Project allocation, list of guides, students, titles, progress review details, internal marks list
25.	Best and Average Projects Evidences of quality projects & rubrics used to assess the student projects and its outcomes
26.	Instructional methods and pedagogical initiatives Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experience and teachers use ICT-enabled tools including online resources for effective teaching
27.	Strategies for Slow Learners - Remedial Classes, Tutorial Classes Evidences of Strategies for Slow Learners - Remedial Classes, Tutorial Classes and its impact analysis
28.	Programs for Advanced Learners and impact analysis Evidences of Programs for Advanced Learners and impact analysis
29.	Alumni contribution Evidence of documents for alumni interactions and contribution in form of monetary
30.	Content Beyond Syllabus Records of delivery details of the content beyond the syllabus & list of activities / list of events organized course wise topic wise. Appropriateness of the gaps identified Bridge courses/refresher courses to the need-based students
31.	Assessment in CIE Records of quality assessment in continuous internal evaluation- internal question paper, assignment, quiz, etc
32.	Certification Programs / MOOCs Completed-students Records of Certification Programs / MOOCs Completed-students
33.	Outreach and Extension Activities Records of Outcomes of extension activities in the neighborhood's community in terms of impact and sensitizing the students to social issues and holistic development, and awards received if any
34.	NSS / Extracurricular Activities Evidence of documents for extension and outreach programs conducted by the Department through organized forums including NSS/NCC with involvement of community
35.	Sports and cultural events / competitions Record of organized events / competitions on sports and cultural Number of awards/medals for outstanding performance in sports/cultural activities at inter-collegiate / state /national / international events
36.	Student Feedback Analysis and Action taken Questionnaire, Analysis of feedback collected Records of student feedback on teaching learning process and corrective measures taken
37.	Student Mentoring Ratio of students to mentor for academic and other psychological issues
38.	Student Complaints / Grievances Records for Student Complaints / Grievances action taken reports

File No	File Name / File Description
39.	Faculty Profiles Faculty Details with their Qualifications, Salary Details, Appointment Letters, Promotions and Award Letters / Certificates, Ratification letters
40.	Faculty – Student Ratio Faculty – Student Ratio, Cadre Ratio, Faculty Retention
41.	Faculty Competency Building Course-modules developed; Short-term courses/workshops arranged faculty competencies and innovations done by the faculty in teaching and learning process
42.	Faculty Interaction with Outside World Details of faculty as resource persons who presented talks at other institutions in FDPs/seminars / workshops/guest lectures etc. (Invitation Letters, Program Schedule, Resource Person Certificates
43.	Faculty Research Publications / Book chapters / Books / Citations / IPRs /Awards Records for Faculty publications, Books, Book Chapters, Citations, IPRs, Awards
44.	Faculty R & D Projects and Consultancy / Ph. D scholars guided Projects sanctioned per faculty Along with Approvals and Project Competition Reports Consultancy done by the faculty Number of Ph. D scholars guided
45.	Faculty Performance Appraisal Faculty performance appraisal forms (PASS, FAA and SED) Faculty self-appraisal forms for Promotions (APAR and 360 ⁰ Feedback)
46.	Seminars / Workshops / Conferences / FDPs / STTPs Conducted for Faculty Evidence of documents for Seminars / Workshops / Conferences / FDPs / STTPs Conducted for Faculty, brochures, schedules, resource person details, certificates
47.	MOOCs completed-faculty Records of MOOCS completed Faculty
48.	Non-teaching staff details Evidences of non-teaching staff members along with their appointment letters, degree, skill upgradation, etc.
49.	Departmental Infrastructure Facilities Teaching – learning, viz., classrooms, laboratories, computing equipment etc ICT – enabled facilities such as smart class, LMS, faculty cabins etc
50.	Laboratories and Computing Facilities Records of List of Labs, Lab In-charges, Lab Time Tables, Utilization of Lab, List of Experiments, Lab Manuals, List of Equipment, Lab Layout, Stock Registers, Equipment Movement Register, Maintenance and Repair Registers, Equipment Details
51.	Project Laboratories / Research Laboratories / Industry-Supported Laboratories Records of project laboratories, research laboratories, industry-supported laboratories and other additional facilities available within the department
52.	Lab Maintenance and Safety Measures Records of lab maintenance and safety measures available within the department laboratories.
53.	Academic Audit and Corrective Measures Taken Records of academic audit and corrective measures taken in the last 3 years
54.	MoUs / linkages

File No	File Name / File Description
	Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research
55.	Course files Theory
	Course Descriptor, Syllabus, Lecture notes, Tech talk topics, Problems / Project ideas Tutorial question bank, Definitions and Terminology, Model question papers, Previous year question papers, Quiz questions, assignments, reports of assignments
56.	Course files Laboratory
	Course Descriptor, List of experiments, Lab manual, Open-ended experiments, Model question papers
57.	Time Tables
	Class time tables, Faculty workloads, Individual faculty timetables, Lab Occupancy
58.	Continuous Improvements
	Improvement in Placement, Higher Studies and Entrepreneurship Improvement in the quality of students admitted to the program Remedial action taken on the observations made during last accreditation visit /New initiatives taken/New Facilities Introduced /Improvement made after last visit Actions taken based on the results of evaluation of each of the POs and PSOs Academic Audit and actions taken
59.	Best Practices
	Describe two best practices successfully implemented by the department Documentation main in the format