



# INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal - 500 043, Hyderabad, Telangana

## Files to be Maintained by the Department for M.Tech Program

File No	File Name / File Description
1.	<b>NBA / AICTE / UGC / JNTUH Information</b>
	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.	<b>Minutes of Board of Studies Meetings</b>
	List of BoS Members Minutes of meetings
3.	<b>Curricula Development and Implementation</b>
	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
4.	<b>Academic Calendars</b>
	Year wise Academic calendars
5.	<b>Minutes of Department Meetings</b>
	Department Advisory Board meetings Meeting with faculty Meeting with non-teaching staff Meeting with class representatives
6.	<b>Budget Allocations and Utilization</b>
	Financial Year wise Budget requisition and approval letters Bills and invoices, utilization Reports
7.	<b>Vision, Mission, PEOs, POs, PSOs,</b>
	Process used in defining vision, mission, PEO, POs and PSO statements
8.	<b>Attainment of Course Outcomes</b>
	Attainment of Course Outcomes for each course Records of CO-PO/PSO mapping of all courses as well as courses-PO/PSO mapping
9.	<b>Attainment of Program Outcomes and Program Specific Outcomes</b>
	Records of list of assessment tools used for PO and PSO & attainment values. Observation and actions taken based on the results of POs /PSO
10.	<b>Student Admissions</b>

<b>File No</b>	<b>File Name / File Description</b>
	% Students enrolled through GATE Evidences of number of seats filled under various quotas and quality of students (ranks) admitted to the program Nominal Rolls
11.	<b>Student Attendance</b> Details of Student Attendance, Condonation & Detentions, Readmissions
12.	<b>Result Analysis</b> Results Analysis, Subject Wise Result Analysis, Faculty Follow-up, Top Five Students <b>Program Success Rate</b> Number of students completing program in stipulated duration Success rate without backlogs and success rate within the stipulated period Provisional Certificates (PCs) and Consolidated Marks Memos (CMMs)
13.	<b>Placement Statistics</b> Percentage of placement of outgoing students Details of Student Placements -student wise and company wise, offer letters
14.	<b>Students Higher Studies &amp; Achievements</b> Ph.D admission letters Civil Services/State government examinations etc Entrepreneurship details
15.	<b>Professional Society Activities</b> Professional societies registrations Events organized for students
16.	<b>Paper Presentations / Workshops Attended by Students</b> Evidence of documents for paper presentations / workshops attended by students permission letters, published papers copy, participation certificates
17.	<b>Student-Publications</b> List of Student publications along with the names of the DOI, publishers etc
18.	<b>Guest Lectures / Seminars / Workshops / Training Programs Organized</b> Evidence of documents for guest lectures / seminars / workshops / training Programs organized to students
19.	<b>Industry Interactions/ Internships / Summer Training / Visits</b> Records of initiatives related to industry interaction & partial delivery of lectures by experts from industry/research institutes and its impact analysis Industry involvement in partial delivery of any regular courses for students Impact analysis of industry institute interaction and actions taken report Records of industry internships/ summer training /visits more than two weeks and post training assessment impact analysis of industrial training
20.	<b>Project Work Allocation / Evaluation</b> Process of Project allocation, list of guides, students, titles, progress review details, internal marks list Very clear methodology, articulated using technical terms indicating all steps and tools Cites substantial current and good quality literature Clarity in design/setting up of experiment Interpretation of results and justification thereof and validity of the Results presented Overall presentation of the report
21.	<b>Best and Average Projects</b> Evidences of quality projects & rubrics used to assess the student projects and its outcomes

<b>File No</b>	<b>File Name / File Description</b>
22.	<b>Instructional methods and pedagogical initiatives</b> 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
23.	<b>Alumni contribution</b> Evidence of documents for alumni interactions and contribution in form of monetary
24.	<b>Content Beyond Syllabus</b> 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
25.	<b>Assessment in CIE</b> Records of quality assessment in continuous internal evaluation- internal question paper, assignment, quiz, etc
26.	<b>Certification Programs / MOOCs Completed-students</b> Records of Certification Programs / MOOCs Completed-students
27.	<b>Student Feedback Analysis and Action taken</b> Questionnaire, Analysis of feedback collected Records of student feedback on teaching learning process and corrective measures taken
28.	<b>Student Complaints / Grievances</b> Records for Student Complaints / Grievances action taken reports
29.	<b>Faculty Profiles program specific</b> Faculty Details with their Qualifications, Salary Details, Appointment Letters, Promotions and Award Letters / Certificates, Ratification letters
30.	<b>Faculty Interaction with Outside World</b> 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
31.	<b>Faculty Research Publications / Book chapters / Books / Citations / IPRs /Awards</b> Records for Faculty publications, Books, Book Chapters, Citations, IPRs, Awards
32.	<b>Faculty R &amp; D Projects and Consultancy / Ph. D scholars guided/ MOOCs completed-</b> Projects sanctioned per faculty Along with Approvals and Project Competition Reports Consultancy done by the faculty Number of Ph. D scholars guided
33.	<b>Faculty Performance Appraisal</b> Faculty performance appraisal based on student feedback Faculty self-appraisal forms for Promotions
34.	<b>Seminars / Workshops / Conferences / FDPs / STTPs Conducted for Faculty</b> Evidence of documents for Seminars / Workshops / Conferences / FDPs / STTPs Conducted for Faculty, brochures, schedules, resource person details, certificates
35.	<b>Non-teaching staff details</b> Evidences of non-teaching staff members along with their appointment letters, degree, skill upgradation, etc.
36.	<b>Departmental Infrastructure Facilities</b> Teaching – learning, viz., classrooms, laboratories, computing equipment etc ICT – enabled facilities such as smart class, LMS etc
37.	<b>Laboratories and Computing Facilities</b>

<b>File No</b>	<b>File Name / File Description</b>
	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 Access to laboratory facilities, training in the use of equipment
38.	<b>Project Laboratories / Research Laboratories / Industry-Supported Laboratories</b> Research facilities / center of excellence Records of project laboratories, research laboratories, industry-supported laboratories and other additional facilities available within the department
39.	<b>Lab Maintenance and Safety Measures</b> Records of lab maintenance and safety measures available within the department laboratories.
40.	<b>Course files</b> Course file with Schedule of instructions, question papers, assignments, reports of assignments, list of laboratory experiments, etc.
41.	<b>Time Tables</b> Class time tables Faculty work loads Individual faculty timetables Lab Occupancy
42.	<b>Continuous Improvements</b> Actions taken based on the results of evaluation of each of the Pos Improvement in quality of projects Improvement in Placement Higher Studies and Entrepreneurship Improvement in the quality of students admitted to the program Improvement in quality of paper publication Improvement in laboratories Student Details Faculty details