INSTITUTE OF AERONAUTICAL ENGINEERING
(Autonomous)
Dundigal, Hyderabad-500043

NBA Mandatory Institute Specific Files

File No	File Name / File Description
1.	**First year Faculty Details**
	Evidences of appointment letters of all first-year courses teaching faculty members, their qualifications and first year faculty-student ratio.
2.	Evidences of first-year student academic performance in the last 3 years.
3.	Course files (1st year) with plan of course delivery, question papers, sample answer scripts, assignments, reports of assignments, list of laboratory experiments, reports of laboratory experiments, etc.
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.
5.	Records of mentoring system and state the efficacy of the mentoring system-Keep few samples of mentor diaries /proctor diaries of respective branches.
6.	Records of feedback on teaching learning and feedback on various facilities & feedback analysis and corrective measures taken in the last 3 years.
7.	Records of career guidance cell, training & placement cell & entrepreneurship cell & no. of programs organized and its outcomes in the last 3 years.
8.	Evidences of co-curricular and extra-curricular activities in the last 3 years.
9.	Records of GC/GB/senate and other academic and administrative bodies, their responsibilities and strategic plan and implementations.
10.	Records of various rules, policies, procedures, service book and academic regulations. Policies, procedures and service book made available on the college website.
11.	Governance, leadership and management. Records of decentralization process in working for taking administrative decisions
12.	Records of grievance redressal mechanism including anti-ragging committee, sexual harassment committee and corrective measures taken in the last 3 years.
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.
14.	Records of library resources, digital library facilities and self-learning facilities available within the College.
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.