# **NBA SAR DOCUMENTATION KIT**

### 1. Part A – Institutional Information

#### Includes:

- Name, Address, Year of Establishment
- Affiliating University
- Accreditation Status
- Program Duration & Intake
- Faculty & Staff Distribution
- Infrastructure Summary
- Academic Calendar

# 2. Criterion 1 – Vision, Mission & PEOs (60 marks)

# **Requirements:**

- 1. Vision and Mission statements
- 2. Consistency of PEOs with Vision and Mission
- 3. Stakeholder participation in defining Vision/PEOs
- 4. Dissemination strategies (Website, Handbooks, Classrooms)
- 5. Matrix mapping of PEOs to Mission components

#### **Documents:**

- Department Vision-Mission document
- PEO definition report
- Stakeholder meeting records
- PEO-Mission matrix

# u 3. Criterion 2 – Curriculum & Teaching-Learning (120 marks)

#### **Requirements:**

- 1. Curriculum alignment with POs
- 2. Academic flexibility (Open Electives, MOOCs)
- 3. Curriculum gap analysis

- 4. Pedagogical practices (LMS, Chalk & Talk, Flipped Classroom)
- 5. Stakeholder feedback

#### **Documents:**

- Curriculum structure
- Gap analysis report
- Elective list
- Feedback forms
- Teaching plan

# **3 - CO & PO Mapping (175 marks)**

#### **Requirements:**

- 1. Statement of POs and PSOs
- 2. CO statements for each course
- 3. CO-PO mapping matrix using 1-3 scale
- 4. Attainment calculations (Direct + Indirect)
- 5. Actions taken for low attainment

#### **Documents:**

- PO/PSO list
- Course outcome statements
- CO-PO mapping sheet
- Attainment calculation Excel
- Action taken records

# **★ 5. Criterion 4 – Student Performance (100 marks)**

# **Requirements:**

- 1. Student progression statistics (placements, higher education)
- 2. Competitive exam success (GATE, GRE, etc.)
- 3. Internship and in-plant training records

4. Awards and recognition received by students

#### **Documents:**

- Year-wise placement record
- Higher education proof (admission letters, entrance scores)
- Internship certificates
- Co-curricular/extra-curricular achievements

# 6. Criterion 5 – Faculty Information & Contributions (200 marks)

#### **Requirements:**

- 1. Faculty qualifications and experience
- 2. FDPs, STTPs, workshops attended
- 3. Research publications (journals/conferences)
- 4. Sponsored research and consultancy
- 5. Mentoring and student support

#### **Documents:**

- · Faculty biodata
- FDP/Workshop attendance certificates
- List of publications with DOIs
- · Project grant details
- Mentor-mentee logs

# 7. Criterion 6 – Facilities & Technical Support (80 marks)

- 1. Adequacy of classrooms and labs
- 2. ICT-enabled teaching tools
- 3. Library, digital resources (e-journals, NPTEL)
- 4. Maintenance and calibration of equipment

### **Documents:**

Requirements:

• Equipment inventory

- ICT usage reports
- Library logs and digital access reports
- AMC/maintenance records

# 8. Criterion 7 – Continuous Improvement (75 marks)

#### **Requirements:**

- 1. Year-on-year attainment comparison
- 2. Actions taken based on gap analysis
- 3. Continuous feedback from stakeholders
- 4. Curriculum revision records

#### **Documents:**

- Attainment reports (year-wise)
- Feedback and action taken minutes
- Revised syllabus documents
- Student survey results

#### 9. Criterion 8 – First-Year Academics (50 marks)

#### Requirements:

- 1. Induction/orientation program
- 2. Bridge/remedial courses
- 3. Academic performance tracking
- 4. Mentorship for 1st-year students

#### **Documents:**

- Orientation schedule and attendance
- Result analysis reports
- Bridge course materials
- Mentor-mentee mapping

Perfect! Here's the **final part** of your complete NBA SAR Documentation Kit:

# 10. Criterion 9 – Student Support & Governance (50 marks)

### **Requirements:**

- 1. Student clubs and activity cells (technical/cultural/sports)
- 2. Soft skills and aptitude training
- 3. Grievance redressal mechanism
- 4. Anti-ragging, SC/ST Cell, Women's Cell
- 5. ERP & LMS for student management

#### **Documents:**

- Club reports and event photos
- Soft skill training schedules
- Grievance committee records
- ERP screenshots / LMS usage logs

# **11.** Criterion 10 – Governance & Financial Resources (120 marks)

#### Requirements:

- 1. Organizational structure
- 2. Financial resource allocation and utilization
- 3. Strategic planning and vision
- 4. Institutional support for teaching and learning
- 5. Decision-making decentralization

#### **Documents:**

- Organizational chart
- Budget and expense reports
- Strategic plan document
- Management meeting minutes

# **№ 12. CO-PO Mapping Guidelines**

#### **Rules:**

- Map COs to relevant POs using:
  - 1 = Slight, 2 = Moderate, 3 = Strong
- Justify each mapping clearly
- Ensure each CO maps to at least one PO

#### **Assessment Methods:**

- Direct Tools: Internal exams, assignments, university results
- Indirect Tools: Alumni feedback, employer input, student surveys

# Sample CO-PO Matrix:

#### COs PO1 PO2 PO3 PO4 PO5 PO6

CO1 3	2	0	0	0	1
CO2 2	3	1	0	1	0
CO3 1	1	3	1	0	0

# 13. Faculty FAQs (For Al Agent Training)

### Q1: What documents are required for Criterion 5?

A: Faculty bio, FDP certificates, research papers, mentorship logs, sponsored projects.

#### Q2: How is CO attainment calculated?

A: Based on target vs actual student performance in internal/university exams.

#### Q3: What is the difference between PO and PSO?

A: PO = Program Outcome (common to all branches), PSO = Program Specific Outcome (branch-level).

#### Q4: What are indirect assessment tools?

A: Feedback forms, alumni surveys, employer evaluation.

#### Q5: Where can I get SAR templates?

A: From NBA official website [nbaind.org] or through your college's IQAC/NBA cell.