National Computer Education Accreditation Council
NCEAC

Filed Audit Guidelines

DOCUMENTS REQUIRED REGRADING THE COMPUTING PROGRAM
UNDER EVALUATION FOR THE ACCERDITATION

The following documentation should be available for the evaluation by the Inspection Committee

Category	Sub-Category	Document Required

Program	**Curriculum Documentation**	The respective BS program should be documented in the following manner:
		
		a. Program Objective
		b. Program Structure (Core and Electives)
		
		    ▪ No of Years
		    ▪ Total Credit Hours
		
		c. Program Requirements-Summary of all required courses
		
		d. For each course in program, the following is required:
		
		    ▪ Objectives
		    ▪ Structure (Lecture+ Lab)
		    ▪ Credit Hours
		    ▪ Prerequisite
		    ▪ Contents
		    ▪ Reference Material
		    ▪ (Names, Authors, Publisher, Year, and ISBN for each book used)

	Curriculum Implementation/ Course Folder	A COURSE FOLDER/FILE will be required for each course of the respective program. The following information is to be documented in each folder/file: a. Course Objectives b. Course Contents c. Weekly plan of contents of lectures delivered d. Attendance Record e. Copy of lecture notes f. List of Reference Material g. Copy of assignments, quizzes, midterms and final examinations h. Model solutions of all assessments tests given in (g) above i. Three sample graded assignments, quizzes, midterms and final examination securing max, min and average marks j. Marks distribution and Grading Model

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k. Complete result of the course
l. Outcomes Assessment
m. Detail of technology involved
n. Design skills/techniques practiced
o. Complete analysis of effectiveness of course and level of silks ensured in:

- Technology
- Emerging Development Paradigms
- Pertaining to Industry
- Modeling and Design

Lab Component

If course has an additional credit hour pertaining to Lab, then an independent folder/file be maintained to provide the following:

a. Lab Objectives
b. Lab Contents
c. Weekly plan of contents of lab lectures delivered
d. Attendance Record
e. Copy of material given to students
f. List of Reference Material
g. Copy of assignments, quizzes, examinations given in lab
h. Model solutions of all assessments tests given in lab
i. Three sample graded assignments, quizzes, and examination securing max, min and average marks
j. Complete result of the lab
k. Outcomes Assessment
l. Detail of technology involved
m. Design skills/techniques practiced
n. Complete analysis of effectiveness of lab and level of silks ensured in:

- Technology
- Emerging Development Paradigms
- Pertaining to Industry
- Modeling and Design

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Effectiveness of Overall Program

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Complete analysis of effectiveness of program and summary of level of silks achieved in the following domain:

- Technology
- Emerging Development Paradigms
- Pertaining to Industry
- Modeling and Design

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Students Evaluation of Course and Instructor		Record of how students have been evaluating both course and instructors in particularly all courses taught by the permanent faculty
Class Schedule		Complete Academic Year
Lab Schedule		Complete Academic Year

Senior Design/ Graduating Project		Summary of all senior design/graduating projects comprising of the following:
		
		  ▪ Scientific areas/applications covered
		  ▪ Emerging Technologies used
		  ▪ Correlation with the industrial practices and trends
		  ▪ Project Reports
		  ▪ Project Demos

Alumni Data Collection		▪ Statistics on entry and graduation of all students in the respective program
		  ▪ Record regarding placement in industry of graduates from the respective program
		  ▪ Record of placement of graduates in international and national universities for higher education

Faculty Contracts		A record of offer/contract letters issued to all permanent faculty members

Admission and Eligibility		▪ Admission procedure/policy and eligibility
		  ▪ Previous data on admission
		  ▪ Student strength and dropout

Annual Budget		A copy of current annual budget
Labs		Complete inventory, schedule and relevant manual of all labs relevant to the respective computing program

Rules & Regulations, Statutes and Procedures		All approved rules & regulation including the following:
		
		  ▪ Admissions
		  ▪ Registrations
		  ▪ Examinations
		  ▪ Academic probations
		  ▪ Discipline
		  ▪ Faculty hiring, evaluation and promotion
		  ▪ Revision of curriculum

Financial Profile		A survey of total investments made on the program under evaluation since its inception involving:
		
		  ▪ Human Resource including Faculty Staff, Administrative and Supporting Staff
		  ▪ Office Equipment
		  ▪ Labs/Technology
		  ▪ Infrastructure
		  ▪ Library/Books
		  ▪ Allied facilities