



Name of the Faculty		Course Code	
Designation		Course Name	
Department		Course Semester	
Academic Year		No. of Students	Course Department

List of Content in Course file (UG & PG Courses - Lab)

S.No.	List of Documents	Verified	Auditor Remarks
1.	Vision & Mission of the Institute and Department, PEOs, PSOs & POs		
2.	Course Syllabus with Objectives & Outcomes		
3.	Mapping of CO & PO and Mapping of CO & PSO		
4.	Academic Calendar		
5.	Faculty Time Table		
6.	Class Time Table		
7.	Course Coordinator Meeting Minutes (if applicable)		
8.	Lesson Plan		
9.	Nominal Roll		
10.	Pre Lab Question Paper with Answer Key		
11.	Sample Pre Lab Answer Papers*		
12.	Post Lab Question Paper with Answer Key		
13.	Sample Post Lab Answer Papers*		
14.	Pre Lab & Post Lab Mark Statement		
15.	Autonomous Internal Mark Statement		
16.	Lab Manual		
17.	Sample Observation Note		
18.	Sample Lab Record		
19.	Log Book		
20.	End Semester Result and Analysis		
21.	Overall Attainment (after end semester results)		

* 5% papers of total class strength

Staff Incharge		HoD
Auditor 1		
Auditor 2		
Auditor 3		