



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 - Theory)**

S.No.	List of Documents	Verified	Auditor Remarks
1	Cover Page		
2	Content Page		
3	Vision and Mission of the Institute - Principal signed Photo copy		
4	Vision and Mission of the Department - HoD signed Photo copy		
5	Program Educational Objectives (PEOs) - HoD signed Photo copy		
6	Program Specific Outcomes (PSOs) - HoD signed Photo copy		
7	Program Outcomes (POs) - HoD signed Photo copy		
8	Course Syllabus – BoS signed Curriculum Book Photo copy i. Course Outcomes (COs) 5/6 based on syllabus with KL mapped ii. Course Outcomes Mapping with POs and PSOs iii. Justification for CO-PO and CO-PSO mapping		
9	Academic Calendar - given by IQAC - Photo copy		
10	Class Time table – Signed and Photo copy (highlighting the course periods including tutorial)		
11	Faculty Time Table		
12	Lesson Plan with S.No as L.No, Topic, Teaching aid (TA)/Methodology (TM), Text/Reference book and web references.		
13	Nominal Roll		
14	Brief notes on the importance of the course		
15	Lecture Notes - Unit wise		
16	List of Power Point Presentations / Video links		
17	University Question Papers (3 previous years Photo copies)		
18	Unit wise short and long answer question bank		
19	Internal Tests Question Papers mapped with CO and KL with Answer Key (3 students answer scripts)		
20	Assignment Question Papers mapped with CO and KL with Answer Key ( 3 students Assignments)		
21	Internal Test I, II & III Result & Analysis		
22	Students Feedback about Internal Test I, II & III		
23	Analysis and Suggestions about the Students Feedback		

<b>S.No.</b>	<b>List of Documents</b>	<b>Verified</b>	<b>Auditor Remarks</b>
24	3 lists of slow and advanced learners i. Based on previous semester/upto to previous semester ii. Based on faculty observations upto 2 weeks iii. Based on 1 <sup>st</sup> internal exam		
25	Remedial class for slow learners – schedule and contents/materials, attendance sheet with delivery record		
26	Content beyond syllabus & Tutorial class (if applicable)		
27	Advance Learners – Engagement documentation for GATE preparations or any others (please specify)		
28	Internal Consolidated Mark Statement		
29	CO Attainment – Internal Test I, II & III, End Semester		
30	Log Book		
31	End Semester Result and Analysis		
32	Course End Survey and Analysis		
33	Overall CO Attainment (Direct 80% + Indirect Assessment 20%)		
34	Attainment of PO & PSO		
35	Students feedback on faculty and TL analysis, corrective measured planned		
36	Observation for not attaining CO or for improvement and Plan of action to improve CO attainment next time		
37	Course file (Digital form) – all the above contents		

Staff Incharge	Auditor Signature	
Auditor 1		
Auditor 2		
Auditor 3		
		HoD Signature