

 **MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE**

 **(UGC-AUTONOMOUS INSTITUTION)**

 **Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi**

 **NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)**

 **NBA Accredited - B.Tech. (CIVIL, CSE, ECE, EEE, MECH, CST), MBA &**

**Checklist No: IQAC/24- 25/17b**

 **Value Added Course Checklist**

**Name of the Department :**

**Responsibility :**

**Designation :**

**Name of Add On / Certificate Programs Offered:**

* + Clearly list the name of the Add-On or Certificate Programs.

**Course Code (If Any):**

* + Assign a unique course code if applicable.

**Duration of Course:**

* + Clearly define the duration of the course.

**Number of Students Enrolled in the Year:**

* + Keep a record of the total number of students enrolled.

**Link to Course Details:**

* + Provide a link to detailed information about the course.

**Post Event Report:**

* + Report Date
	+ Event Date and Time
	+ Course Name & Course Code
	+ Year Offered
	+ Duration
	+ Assessment mode & date
	+ Event Coordinator
	+ Objective
	+ Course Outcome
	+ Feedback analysis Chart & Geo-tagged photo.

**Principal Approval Letter:**

* + Obtained approval from the principal.

**Circular:**

* + Circular distributed to relevant stakeholders.

**Brochure:**

* + Brochure designed and disseminated.

**Resource Person’s Details:**

* + Details of the resource person(s) confirmed.

**Syllabus:**

* + Syllabus for the course finalized.

**Schedule of the Course:**

* + Course schedule prepared and communicated.

**Student Enrollment List:**

* + List of enrolled students compiled.

**Attendance Copy:**

* + Documented attendance records.

**Assessment Questionnaire:**

* + Prepared assessment questionnaire.

**Answer Key Indicator:**

* + Answer key for assessments created.

**Sample Assessment Answer Sheet:**

* + Sample answer sheet for assessments.

**Feedback Form (Unfilled) – 1:**

* + Unfilled feedback forms prepared.

**Feedback Form (Filled) - 1:**

* + Filled feedback forms collected.

**Mark Sheet Statement Report:**

* + Compilation of student marks.

**Rubrics:**

* + Rubrics for assessments defined.

**Sample Certificate (Unfilled) - 1:**

* + Unfilled sample certificates designed.

**Certificates Issued to Students – 3:**

* + Issued certificates to students.