

COURSE FILE CONTENTS (LABORATORY) (Applicable to B. Tech Programme)

S.No	Description
1.	Cover Page
2.	Contents of Course File
3.	<p>Course Information Sheet</p> <p>a. Vision, Mission of University/School, and Department, and Program Educational Objectives of the Program, PSO</p> <p>b. Syllabus that contains CO-PO mapping along with WK profile, Course-specific PO-PSO, and PSO-PEO mapping</p>
4.	<p>Minutes of Course Committee Meeting</p> <p>a. MoM of 1st Course Committee Meeting (this meeting is conducted well in advance of the start of the course, this meeting is mandatory only if there are more than one teacher involved in delivering the course, else the faculty will prepare the course as listed in (i) – (xiv)) (i) Action plan based on the last year's course outcome attainment level (ii) Course Assessment (Grading Policy) (iii) Scheme of Assessment and Assessment methods (iv) List of mandatory Experiments along with evaluation rubrics (v) List of extra experiments (vi) List of Projects (mandatory for the course having a project, along with timelines and rubrics for evaluation) (vii) Material for the topics that students need to review or learn to complete the lab experiments (ideally, there should not be a laboratory manual, rather a material that includes reading from which the student need to write down the procedure involved to complete the expt., the data that is required to record, analysis needs to be completed to arrive at the results) (viii) Supplementary learning material links (for example to learn a piece of software, certifications etc.) (ix) Specific Skills, tool usage, and Knowledge that are going to be imparted through this course. (x) combined timetable for all sections (release the schedule to students at the start of semester). (xi) session plan (lecture plan for each section with a date, with an extra column indicating the actual date when the session has happened, in Remarks column, includes deviations if any and how the</p>

	<p>deviation is addressed), (xii) Identification of Slow learners from the previous exam results (xiii) Interventions for the Slow learners (xiv) Interventions for the fast learners (for example, extra experiments (or part of an experiment that is given), how this is managed is that the regular experiment will have an extra component. If a batch completes the extra component, then the students are asked to complete the extra portion.</p> <p>To upload in LMS: (ii), (iv)-(ix), Schedule for the conduct of the experiment</p>
5.	<p>The MoM of the Course Committee is held around the middle of the semester and includes (i) the conduct of laboratory sessions and any interventions needed, (ii) Analysis of CIE marks completed to date, (iii) preparation of the End-of-Semester lab examination, and (iv) identification of slow learners, if any, (v) Identification of students who are lagging in the conduct of experiments and plans for those students</p> <p>CiE analysis</p> <ol style="list-style-type: none"> Marks awarded during the semester, which is part of CiE Any other material (includes sample copies of project presentations, seminar presentations, project codes, etc.)
6.	<p>Schedule of Model Practical End Examination</p> <ol style="list-style-type: none"> Questions Rubrics for evaluation <p>Result analysis (part of CiE)</p>
7.	Schedule of End-of-Semester Examination
8.	<p>End-of-Semester Examination:</p> <ol style="list-style-type: none"> Question paper along with rubrics for evaluation Result analysis Student list showcasing attendance, grades (if wishing, you may keep all marks) Result and Grade analysis
9.	<p>Course Assessment Sheet</p> <ol style="list-style-type: none"> CO attainment: Continuous Internal Evaluation and End-of-Semester Evaluation

	b) Course Exit Survey (Course exit survey is provided to the teachers after declaring the results)
10.	MoM of the Course Committee Meeting showcasing (i) the result and Grade analysis (ii) Student feedback that includes Course exit survey (iii) Teacher feedback (including any improvements or changes that must be included in the course or curriculum to effectively deliver the content, include observations on the Skill, Knowledge tools from) (iv) CO attainment (both direct and indirect) (v) Impact on Slow learners, Achievements by Fast learners (if any) → Impact assessment (vi) Suggestions to improve the course outcome attainment level when offered next time (vii) summary of the improvement on the course be provided to the Department Curriculum Review Committee

Note on Laboratory Manual:

Laboratory Manual (Generally, the manual is available in the library (both departments and central) and in the lab. Soft copies that can be copied and pasted are not distributed to students.)

- Vision, Mission of University, School, and Department, and Program Educational Objectives of the Program, PSO
- Syllabus that contains CO-PO mapping along with WK profile, Course-specific PO-PSO, and PSO-PEO mapping
- List of experiments with CO mapping
- General Dos and Don'ts of the Laboratory
- Write up on experiments (this includes the mandatory tasks to complete, specific Do's and Don'ts (if any, and what extra can be completed after the mandatory part)

On General Do's and Don'ts: Generally displayed in the lab, and a quiz is taken on the first day of the lab (for example, students need to exactly write what the Do's and Don'ts are specific to the lab.



MITS

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(Deemed to be University under section 3 of UGC Act, 1956)

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