

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

S.No	Description
1.	Cover Page
2.	Contents of Course File
3.	<p>Course Information Sheet</p> <ol style="list-style-type: none"> 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
4.	<p>Minutes of Course Committee Meeting</p> <ul style="list-style-type: none"> 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 (a) – (j)) (a) Action plan based on the last year's course outcome attainment level (b) Course Assessment (Grading Policy) (c) Scheme of Assessment and Assessment methods (d) Actions that are planned for Slow learners and Advanced learners (includes projects, extra learning plans, etc.) (e) Supplementary learning material links (for example to learn a piece of software, certifications etc.) (f) Material for the topics that students need to review or learn to start the course smoothly (review material, material that is required to bridge the learning gaps, if required) (g) combined timetable for all sections (h) session plan (lecture plan for each section with a date, methodology of teaching-learning process, with an extra column indicating the actual date when the session has happened, in Remarks column, includes deviations if any and how the deviation is addressed) (i) List of projects with timelines and rubrics for evaluation (j) Specific Skills, tool usage, and Knowledge that are going to be imparted through this course
5.	Course Delivery Plan

6.	<p>Lecture Material including lab manual, hints to tutorial problems, Students' Seminar Topics (if required); All these need to be uploaded in LMS. Provide an LMS link.</p> <p>Efforts made by the teacher to deliver content beyond the course content</p>
7.	<p>Internal Test Question Papers</p> <ul style="list-style-type: none"> a) Mid I Question Paper b) Scheme of Evaluation for Mid exam c) Question Paper Analysis <ul style="list-style-type: none"> i. CO Coverage Analysis ii. Bloom's Taxonomy Distribution iii. Difficulty Level Analysis iv. Expected Outcomes of Evaluation Analysis v. Peer Review Feedback on Question Paper Quality
8.	<p>Continuous Internal Evaluation Analysis:</p> <ul style="list-style-type: none"> 1. Analysis of Mid I Results: (i) Mid I Question Paper, (ii) Scheme of evaluation along with Rubrics, (iii) Question Paper Analysis, (iv) Marks analysis (must be compiled and analyzed together for all sections) 2. MoM of Course Committee Meeting showcasing (i) Observations on Marks analysis of Mid I examination, (ii) Identification of slow learners for the course, (iii) The interventions for Slow learners, (iv) Interventions for fast learners, (v) Matters related to changes in the plan for the course delivery
9.	<p>Internal Test Question Papers</p> <ul style="list-style-type: none"> a) Mid II Question Paper b) Scheme of Evaluation for Mid exam c) Question Paper Analysis <ul style="list-style-type: none"> i. CO Coverage Analysis ii. Bloom's Taxonomy Distribution iii. Difficulty Level Analysis iv. Expected Outcomes of Evaluation Analysis d) Peer Review Feedback on Question Paper Quality
10.	<p>Continuous Internal Evaluation Analysis:</p>



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	<ol style="list-style-type: none"> 1. Analysis of Mid II Results: (i) Mid II Question Paper, (ii) Scheme of evaluation along with Rubrics, (iii) Question Paper Analysis, (iv) Marks analysis (must be compiled and analyzed together for all sections) 2. MoM of Course Committee Meeting showcasing (i) Observations on Marks analysis of Mid II examination, (ii) The interventions for Slow learners, (iii) Interventions for fast learners, (iv) Matters related to changes in the plan for the course delivery 3. CIE analysis
11.	Topics Identified and Covered Beyond Syllabus, if any (includes sample copies of project presentations, seminar presentations, project codes, etc.)
12.	<p>End-of-Semester Evaluation Analysis:</p> <ol style="list-style-type: none"> a) Question Paper Analysis <ol style="list-style-type: none"> i. CO Coverage Analysis ii. Bloom's Taxonomy Distribution iii. Difficulty Level Analysis b) Peer Review Feedback on Question Paper Quality c) Scheme of Evaluation along with Rubrics d) Student list showcasing attendance, grades (if wishing, you may keep all marks) e) Result and Grade analysis
13.	<p>Course Assessment Sheet</p> <ol style="list-style-type: none"> a) 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)
14.	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) (iv) Impact on Slow learners, Achievements by Fast learners (if any) → Impact assessment (v) CO attainment (vi) Suggestions to improve the course outcome attainment level when offered next time (vii)






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Summary of the improvement on the course offering provided to the Department Curriculum Review Committee

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