



MITS

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

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

Laboratory Course File Check List

Issue No : 01	Revision No: 00	Doc. No: EOMS-MITSU/CFA/CHK/LIST/LB-AU
Issue Date: 22/12/2025	Revision Date: 22/12/2025	Page 1 of 3

Site:	
Auditor:	
Date:	
Process:	Teaching, Learning and Examination Process.
Process Owner:	
Inputs:	<ul style="list-style-type: none">• Syllabus.• Curriculum.• Lesson Plan.• Academic Calendar.
Outputs:	<ul style="list-style-type: none">• Academic Record Book (Log Book).• Time Table• Question Paper (End Semester Question/Model Lab Question)• Mark List.• Result Analysis.• Feedback Analysis.• Course File.
Objective:	<ul style="list-style-type: none">• Syllabus Coverage, Target = 100 %.• Pass Percentage, Target = 90%.

Notes: Objective Evidence

S.No	Description	
1.	Cover Page	<input type="checkbox"/>
2.	Contents of Course File	<input type="checkbox"/>
3.	Minutes of Course Committee Meeting	<input type="checkbox"/>
4.	Vision, Mission of Institute / EOMS Policy	<input type="checkbox"/>
5.	Vision, Mission of Department and Program Educational Objectives	<input type="checkbox"/>
6.	Programme outcomes & Programme Specific Outcomes	<input type="checkbox"/>



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7.	Time-Table	<input type="checkbox"/>
8.	Approved Copy of Course Syllabus	<input type="checkbox"/>
9.	CO statements, mapping with POs and PSOs justification	<input type="checkbox"/>
10.	List of experiments and their CO, PO mapping	<input type="checkbox"/>
11.	List of Equipment's in Laboratory	<input type="checkbox"/>
12.	Experiment Schedule	<input type="checkbox"/>
13.	Day to Day Evaluation	<input type="checkbox"/>
14.	Rubrics for Evaluation of Experiment Work	<input type="checkbox"/>
15.	Sample Copy of Lab Record	<input type="checkbox"/>
16.	Model Practical End examination questions	<input type="checkbox"/>
17.	Model Exam Sample Answer Sheet	<input type="checkbox"/>
18.	Schedule of end practical examinations	<input type="checkbox"/>
19.	List of examiners	<input type="checkbox"/>
20.	Lab occupancy chart	<input type="checkbox"/>
21.	Dos and Don'ts	<input type="checkbox"/>
22.	Physical lab floor plan with area in Sq.m	<input type="checkbox"/>
23.	Laboratory Manual	<input type="checkbox"/>
24.	Faculty Log Book	<input type="checkbox"/>
25.	Direct Attainment	<input type="checkbox"/>
26.	Indirect Attainment - Course Exit Survey	<input type="checkbox"/>
27.	Course Closure Report - Overall Attainment	<input type="checkbox"/>



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Any Remarks: -

Department	Auditor	Auditee
	Signature	Signature
	Name	Name