



Laboratory Course File Check List

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LABORATORY COURSE FILE CHECK LIST
(As per MITS DTBU Laboratory Course File Format)

Site:	
Auditor:	
Date:	
Process:	Teaching, Learning and Examination Process.
Process Owner:	
Academic Year & Semester	
Branch:	
Class & Sec	
Course Title & Course Code:	
Regulation:	
Name of the Faculty(Auditee):	
Inputs:	• Syllabus. • Curriculum. • Lesson Plan. • Academic Calendar.
Outputs:	• Academic Record Book (Log Book). • Time Table • Question Paper (End Semester Question/Model Lab Question) • Mark List. • Result Analysis. • Feedback Analysis. • Course File.
Objective:	• Syllabus Coverage, Target = 100 %. • Pass Percentage, Target = 90%.

	MITS MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE (Deemed to be University under section 3 of UGC Act, 1956)		
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Instructions: Enter Y (compliant) / N (non-compliant) / NA (not applicable) for each item, with supporting objective evidence or remarks.

S.No	Course File Component / Verification Item	Status (Y/N/NA)	Objective Evidence / Remarks
1. Cover Page			
a.	Course file has a cover page bearing Name of the School, Branch, Course Code & Title, Faculty/Lab Coordinator Name, Academic Year, Semester, Section		
b.	Course details table completed in full Course Code, Title, Academic Year, Programme/Year, Semester, Regulation, Credits, Contact Hours, Section, No. of Students, Course Faculty, Designation		
2. Contents of Course File			
a.	Table of Contents (index) present, listing all 10 components in sequence with page references		
3. Course Information Sheet			
a.	3a. Vision & Mission of University, School and Department stated verbatim		
b.	3a. Programme Educational Objectives (PEOs) listed		
c.	3a. Programme Specific Outcomes (PSOs) listed		
d.	3b. Course Outcomes (COs) stated with Bloom's level against each CO		
e.	3b. List of Experiments with Experiment No., Title and CO mapping completed		
f.	3b. CO-PO mapping matrix completed (correlation levels 1/2/3/-)		
g.	3b. CO-WK (Washington Accord Knowledge Profile) mapping matrix completed		
h.	3b. Course-specific PO-PSO mapping with justification completed		
4. MoM of Course Committee Meeting (1st Meeting)			
a.	(i) Action plan based on last year's CO attainment level recorded		



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c.	(ii) Course Assessment / Grading Policy discussed		
d.	(iii) Scheme of Assessment and Assessment methods finalised		
e.	(iv) List of mandatory experiments with evaluation rubrics recorded		
f.	(v) List of extra experiments recorded		
g.	(vi) List of Projects with timelines & rubrics recorded		
h.	(vii) Material for topics students need to review/learn to complete experiments identified		
i.	(viii) Supplementary learning material links shared		
j.	(ix) Specific skills, tool usage & knowledge to be imparted noted		
k.	(x) Combined timetable for all sections attached		
l.	(xi) Session / lecture plan with Remarks column (actual date/deviation) attached		
m.	(xii) Identification of slow learners from previous exam results recorded		
n.	(xiii) Interventions for slow learners recorded		
o.	(xiv) Interventions for fast learners recorded		
p.	(b) Items uploaded to LMS: grading policy, mandatory/extra experiment lists, review material, skills/tools, timetable, and experiment-conduct schedule		
q.	Meeting minutes signed by Faculty/Lab Coordinator and HoD		
5. MoM of Course Committee Meeting (Mid-Semester)			
a.	(i) Conduct of laboratory sessions and interventions needed discussed		
b.	(ii) Analysis of CIE marks completed to date reviewed		



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c.	(iii) Preparation for End-of-Semester lab examination discussed		
d.	(iv) Identification of slow learners (if any) recorded		
e.	(v) Identification of students lagging in conduct of experiments, with plans for them, recorded		
f.	5a. Marks awarded during the semester (Observation, Record, Viva, Model Test — part of CIE) compiled with class average and remarks		
g	5b. Other material — sample copies of mini-project reports, simulation files, project presentations/codes — attached or referenced		
h.	Minutes signed by Lab Coordinator and HoD		
6. Schedule of Model Practical End Examination			
a.	6a. Model Practical Examination question(s) included, matching prescribed format (experiment selection by lot / duration / instructions)		
b.	6b. Rubrics for Evaluation completed for each criterion (Pre-Lab, Connections & Procedure, Observations, Graph/Result, Viva-Voce, Record) with marks and performance descriptors		
c.	6c. Result Analysis (part of CIE) — Observation/Record/Viva/Model Test marks, class average and pass % compiled		
7. Schedule of End-of-Semester Examination, List of Examiners			
a.	7.1 Examination schedule (date, time slots, duration, venue, max marks) completed		
b.	7.2 List of Examiners with name, designation and role (Internal/External Examiner, Lab Assistant) completed		
c.	7.3 Batch-wise schedule (batch, section, strength, date, time slot) completed for all batches		



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8. End-of-Semester Examination			
a.	8a. Question paper (Experiment + Viva + Record marks split, e.g. 40+10+10) along with rubrics for evaluation attached/annexed		
b.	8b. Result analysis — total appeared, max/highest/lowest marks, class average, pass count completed		
c.	8c. Student list showing attendance %, CIE marks, ESE marks and final grade summarised (ERP link/annexure referenced)		
d.	8d. Result and Grade Analysis — grade-band distribution (S/A/B/C/D/E/F/Absent) and pass percentage computed		
e.	8d. Pass % benchmarked against department average (previous year) with year-on-year improvement noted		
9. Course Assessment Sheet			
a.	9a. Direct CO attainment computed from Continuous Internal Evaluation and End-of-Semester Evaluation		
b.	9b. Indirect CO attainment computed from Course Exit Survey (5-point scale, respondent count recorded)		
c.	Overall CO attainment computed (Direct 80% + Indirect 20%) for every CO against target, with status (Met/Not Met)		
10. MoM of Course Committee Meeting (End-of-Semester)			
a.	(i) Result and Grade analysis discussed and minutes recorded		
b.	(ii) Student feedback incl. Course Exit Survey outcomes discussed		
c.	(iii) Teacher feedback (e.g. simulation-based teaching, flipped classroom, curriculum/skill-tool observations) recorded		
d.	(iv) CO attainment (both direct and indirect) presented		
e.	(v) Impact on slow learners / achievements of fast learners assessed		



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a.	(vi) Suggestions to improve CO attainment for next offering recorded		
b.	(vii) Summary of improvement provided to Department Curriculum Review Committee		
c.	Minutes signed / endorsed as Prepared by / Verified by / Approved by		
11. Laboratory Infrastructure & Compliance Records			
a.	List of Equipment's in the Laboratory maintained and up to date		
b.	Laboratory occupancy chart / batch-wise timetable displayed and on file		
c.	Dos and Don'ts / Safety instructions displayed and included in the course file		
d.	Physical lab floor plan with area (Sq.m) included		
e.	Laboratory Manual available and current for the course		
f.	Faculty Log Book maintained with day-to-day entries of sessions conducted		
g.	Sample copy of a student Lab Record included		
h.	Day-to-day evaluation records maintained for each experiment		
General. Overall Compliance			
i.	All 10 sections (plus infrastructure/compliance records) present in the sequence prescribed by the DTBU Laboratory format		
ii.	Course file 'Prepared by' (Faculty) and 'Verified by' (HoD) signature block completed		

Signature of the Auditee

Signature of Auditor