MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)
Affiliated to JNTUA, Ananthapuramu &Approved by AICTE, NewDelhi
NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)
NBA Accredited - B.Tech. (CIVIL, CSE, ECE, EEE, MECH, CST), MBA & MCA

COURSE FILE AUDIT
ISO 21001:2018 EOMS

Site:	
Auditor:	
Date:	
Process:	Teaching, Learning and Examination Process.
Process Owner:	
Inputs:	• Syllabus. • Curriculum. • Lesson Plan. • Academic Calendar.
Outputs:	• Academic Record Book (Log Book). • Time Table. • Question Paper. • Mark List. • Result Analysis. • Feedback Analysis. • Course File.
Objective:	• Syllabus Coverage, Target = 100 %. • Internal Test Pass Percentage, Target = 90%.

Notes: Objective Evidence

1. **COVERING PAGE**
   (Name of the Faculty, Semester, Academic Year etc) ☐

2. **CONTENTS OF COURSE FILE** ☐

3. **MINUTES OF COURSE COMMITTEE MEETING** ☐

4. **VISION, MISSION OF INSTITUTE /EOMS POLICY** ☐

5. **VISION, MISSION OF DEPARTMENT AND PEOs** ☐

6. **APPROVED COPY OF COURSE SYLLABUS** ☐

7. **TIME TABLE** ☐

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8. **COURSE DELIVERY PLAN** ☐
9. **LESSON PLAN** ☐

10. **COURSE INFORMATION SHEET**

a. **Course Details** ☐

b. **Course Outcomes (COs), Program Educational Objectives (PEOs), Program Outcomes (POs) [12 POs / 11 POs with Knowledge and Attitude Profile (WK)] and Program Specific Outcomes (PSOs)** ☐

c. **Direct and Indirect Assessment Tools** ☐

d. **CO-PO-PSO Mapping with Justification** ☐

11. **STUDENT NAME LIST** ☐

12. **LECTURE NOTES / PPT (Uploaded in MOODLE)** ☐
13. **QUESTION BANK** ☐
14. **INTERNAL TEST QUESTION PAPERS**

a) **Mid I & Mid II Question Papers- Sample Copy** ☐

b) **Question Paper Analysis** ☐

Internal Question Paper Quality							
MID-1				MID-2			
Question No.	Mapped COs	CO Blooms Level	Question Blooms Level	Question No.	Mapped COs	CO Blooms Level	Question Blooms Level

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End Semester Question Paper Quality			
Question No.	Mapped COs	CO Blooms Level	Question Blooms Level
.A .B			
.A .B			
.A .B			
.A .B			
.A .B			
.A .B			
.A .B			
.A .B			

15. **SCHEME OF EVALUATION FOR MID EXAMS** ☐

16. **ASSIGNMENT DETAILS AND STUDENTS' AND STUDENTS' SEMINAR TOPICS** ☐

17. **STUDENTS ACADEMIC PERFORMANCE (INTERNAL & EXTERNAL)** ☐

    a.   Mid I Internal Mark Analysis   Yes/ No

    b.   Mid II Internal Mark Analysis   Yes/No

    c.   Final Internal Analysis   Yes/No

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d.   Mid Term Mark analysis Final   ☐

Mid term mark analysis								
Mid exams	**No. of Students in the class**	**No. of Students attended**	**No. of students attaining the scores (%)**					**Pass percentage**
			Distinction (>=70 %)	**I class (60 – 69 %)**	**II class (50 – 59 %)**	**III class (40– 49 %)**	**Fail (< 40 %)**	
I								
II								

e.   **Internal Mark Calculation**   ☐

18. **COURSE ASSESMENT SHEET (MANUAL / EXCEL & EXTERNAL)**
   - CO Attainment through CIE   ☐
   - CO Attainment through End Semester Exam   ☐
   - CO Attainment through Course Exit Survey   ☐
   - Direct CO attainment: Mid-Term, Internal Assessment and End-Semester ☐
   - Indirect CO attainment: Course Exit Survey   ☐
   - Overall CO attainment: Direct and Indirect Assessment   ☐

19. **MAKE-UP AND REMEDIAL CLASS SCHEDULES & STUDENTS' ATTENDANCE**   ☐
   - List of Failure Students ☐
   - Remedial Coaching Attendance Record ☐
   - Report on Performance Improvement after Remedial Classes ☐

20. **ADD-ON PROGRAMME /** Enrichment Classes (Bridge Course for Advanced Learners if any identified.) **IF ANY IDENTIFIED.**   ☐
   - Bridge Course Plan   **Yes** / **No**
   - Bridge Course Attendance Record   **Yes** / **No**

COURSE FILE AUDIT
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21. TOPICS IDENTIFIED and COVERED BEYOND SYLLABUS ☐

22. DETAILS OF FEEDBACK COLLECTED TO MEASURE OUTCOME ☐
- **Course Exit Survey & Analysis** ☐

23. STUDENTS ATTENDANCE DETAILS (Highlight less than 75%) ☐

24. FACULTY LOG BOOK ☐

Any Remarks: -

Department	Auditor	Auditee
	Signature	**Signature**
	Name	**Name**