

	MITS MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE (Deemed to be University under section 3 of UGC Act, 1956)		
	Theory Course File Check List		
	Issue No : 01	Revision No: 01	Doc. No: EOMS-MITSU/TH/CFA/CHK/LIST
	Issue Date: 22/12/2025	Revision Date: 13/08/2026	Page 1 of 7

THEORY COURSE FILE CHECK LIST
(As per MITS DTBU Theory 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%.

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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 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 14 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) Unit-wise syllabus with Topics, Sub-Topics and CO mapping		
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		
i.	Relevance to Sustainable Development Goals (SDGs) described		

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4. Minutes of Course Committee Meeting (1st Meeting)			
a.	(a) Action plan based on last year's CO attainment recorded		
b.	(b) Course Assessment / Grading Policy discussed		
c.	(c) Scheme of Assessment and Assessment methods finalised		
d.	(d) Actions for Slow & Advanced learners recorded		
e.	(e) Supplementary learning material links shared		
f.	(f) Bridge / Review material identified		
g.	(g) Combined timetable for all sections attached		
h.	(h) Session / Lecture plan discussed and attached		
i.	(i) List of Projects with timelines & rubrics recorded		
j.	(j) Specific skills, tool usage and knowledge to be imparted noted		
k.	Meeting minutes signed by Faculty and HoD		
5. Course Delivery Plan			
a.	Week-wise lecture plan with Topic, Methodology, CO, Bloom's level and Assessment/Remark columns completed		
b.	Knowledge categories (Cognitive/Affective/Psychomotor) referenced against topics		
c.	Teaching-Learning Process (5.2) documented		
d.	Details of course presented as CI / LI / TW / SL hours per National Credit Framework (5.3), credits computed correctly		

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6. Lecture Material & Content Beyond Syllabus			
a.	Unit-wise lecture notes (PPT/PDF), lab manual, solutions, and Students' Seminar Topics uploaded to LMS with link provided		
b.	Efforts made by the teacher to deliver content beyond the course syllabus documented		
7. Internal Test Question Papers — Mid I			
a.	(7a). Mid I question paper included, set as per approved syllabus and format (Program, Duration, Max Marks shown)		
b.	(7b). Scheme of Evaluation for Mid I included		
c.	(7c)(i). CO Coverage Analysis for Mid I completed		
d.	(7c)(ii). Bloom's Taxonomy Distribution for Mid I completed against recommended distribution (B.Tech: L1–L2 ≤30%, L3 ~40%, L4–L6 ~30%)		
e.	(7c). Difficulty Level Analysis completed		
f.	(7c). Peer Review Feedback on Question Paper Quality recorded, with reviewer name, rating and faculty response		
g.	Question paper verification checklist (18-parameter, e.g. CO mapping, BT level indicated, marks allocation, HoD/BoE verified) completed and signed (Prepared/Verified/Moderated/Approved)		
8. Continuous Internal Evaluation Analysis (Mid I)			
a.	(8.1) Analysis of Mid I results — Total appeared, max/highest/lowest marks, class average, pass/fail counts recorded		
b.	(8.1) Mid-term mark distribution by grade band (Distinction / I / II / III / Fail) compiled for all sections		

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c.	(8.1) CO-wise marks analysis for Mid I (Max marks, class average, % attained vs target) completed		
d.	(8.2) MoM of Course Committee Meeting (Post Mid I) — observations on marks analysis recorded		
e.	(8.2) Identification of slow learners (below 40% or <75% attendance) documented		
f.	(8.2) Interventions for slow learners recorded (remedial sessions, worked examples, peer tutoring, mentoring)		
g.	(8.2) Interventions for Fast/Advanced learners recorded (IEEE paper, simulation, mini-project, NPTEL, etc.)		
h.	(8.2) Changes to course delivery plan (if any) recorded and signed by Faculty & HoD		
9. Internal Test Question Papers — Mid II			
a.	(9a). Mid II question paper included, set as per approved syllabus and format		
b.	(9b). Scheme of Evaluation for Mid II included		
c.	(9c)(i–iii). CO Coverage, Bloom's Taxonomy and Difficulty Level Analysis for Mid II completed		
d.	(9d). Peer Review Feedback on Question Paper Quality recorded		
e.	Question paper verification checklist completed and signed (Prepared/Verified/Moderated/Approved)		
10. Continuous Internal Evaluation Analysis (Mid II)			
a.	(10.1) Analysis of Mid II results: Appeared, marks, class average, pass/fail recorded		
b.	(10.1) CO-wise marks analysis for Mid II (CO3–CO5) with % attained vs target completed		

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c.	(10.2) MoM of Course Committee Meeting (Post Mid II) — minutes recorded and signed		
d.	(10.3) Consolidated CIE Analysis (Mid I + Mid II + Assignments + Quiz/Seminar/PBL, weighted per scheme) completed		
11. Topics Identified and Covered Beyond Syllabus			
a.	Topics beyond syllabus listed with coverage details, CO linkage and evidence		
b.	Sample copies of project presentations, seminar presentations, project codes etc. attached / uploaded to LMS 'Extra Materials' folder		
12. End-of-Semester Evaluation Analysis			
a.	End Semester Question Paper (or annexure reference) attached, Part-A & Part-B structure per format		
b.	(12a(i–iii)). CO Coverage, Bloom's Taxonomy and Difficulty Level Analysis (ESE) completed		
c.	(12b). Peer Review Feedback on ESE Question Paper recorded		
d.	(12b). Scheme of Evaluation along with Rubrics (ESE) attached		
e.	(12c). Student attendance, CIE marks, ESE marks and final grade summary presented (ERP annexure referenced)		
f.	(12d). Result and Grade Analysis — grade-band distribution (S/A/B/C/D/E/F/Absent) and pass percentage computed		
g.	(12d). Pass % benchmarked against department average (previous year) with year-on-year improvement noted		
13. Course Assessment Sheet			
a.	13a. Direct CO attainment computed from CIE and ESE		

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b.	(13b). Indirect CO attainment computed from Course Exit Survey (5-point scale, respondent count recorded)		
c.	(13c). Overall CO attainment computed (Direct 80% + Indirect 20%) for every CO against target		
d.	CO attainment summary table (Direct / Indirect / Final / Target / Status) completed for all COs		

14. MoM of Course Committee Meeting (End-of-Semester)

a.	(i) Result and Grade analysis discussed and minutes		
b.	(ii) Student feedback including Course Exit Survey outcomes discussed		
c.	(iii) Teacher feedback (e.g. simulation-based teaching, flipped classroom) recorded		
d.	(iv) Impact on slow learners / achievements of fast learners assessed		
e.	(v) CO attainment summary with gap and root-cause analysis presented		
f.	(vi) Suggestions to improve CO attainment for next offering recorded		
g.	(vii) Summary of improvement provided to Department Curriculum Review Committee		
h.	Minutes signed / endorsed as Prepared by / Verified by / Approved by		

General. Overall Compliance

i.	All 14 sections present in the sequence prescribed by the DTBU format		
ii.	Course file 'Prepared by' (Faculty) and 'Verified by' (HoD) signature block completed		

Signature of the Auditee

Signature of Auditor