



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: 00	Doc. No: EOMS-MITSU/CFA/CHK/LIST/TH-AU
Issue Date: 22/12/2025	Revision Date: 22/12/2025	Page 1 of 5

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.• Mark List.• Result Analysis.• Feedback Analysis.• Course File.
Objective:	<ul style="list-style-type: none">• 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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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			

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 %)	
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



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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