**Course File Contents**

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| **S.No.** | **Contents** | **Status** | | | |
| **C** | **I** | **NC** | **NA** |
| 1 | Vision & Mission Statements of Institution & Department |  |  |  |  |
| 2 | PEOs, POs and PSOs |  |  |  |  |
| 3 | Course Diary |  |  |  |  |
| 4 | Academic Calendar |  |  |  |  |
| 5 | Syllabus & Course Outcomes |  |  |  |  |
| 6 | Name List of Students |  |  |  |  |
| 7 | Tutorial Details |  |  |  |  |
| 8 | Use of ICT enabled teaching/digital courses |  |  |  |  |
| 9 | Assignments [Questions and Schemes] |  |  |  |  |
| 10 | Internal Test - Question Papers, Schemes & Answer Key |  |  |  |  |
| 11 | Slow Learners List |  |  |  |  |
| 12 | Remedial Actions with Evidences |  |  |  |  |
| 13 | Sample Answer Sheets [Best, Average] of Assignments |  |  |  |  |
| 14 | Sample Answer Sheets [Best, Average] of Internal Test |  |  |  |  |
| 15 | Special Classes (if any conducted- Proof to be kept) |  |  |  |  |
| 16 | Course Exit Survey Sample |  |  |  |  |
| 17 | Internal Marks & Attendance Percentage |  |  |  |  |
| 18 | CO-PO Attainment Calculation and Micro Level Analysis |  |  |  |  |
| 19 | Internal Tests - Result Analysis |  |  |  |  |
| 20 | University Result Analysis |  |  |  |  |
| 21 | Previous year university question papers/Model questions |  |  |  |  |
| 22 | Lecture Notes/Study Materials |  |  |  |  |
| 23 | Sample student project (if any) |  |  |  |  |

Status :

C- Conformance/system is in place and effectively followed

I – Conformance but system needs still improvement/ Improvement suggestion

NC-Non-conformance/System is not effectively followed

NA- Not applicable in the function audited

Verified by Name & Signature of Faculty