

Internal Quality Assurance Cell (IQAC)

COURSE FILE CHECK LIST

(Mark ✓ as available and X as not available)

1	Name of the Faculty and Course Data (Course Name, semester, Course code)	
2	Programme Outcomes(POs), Programme Educational Objectives (PEOs), Programme Specific Outcomes (PSOs)	
3	Time table of current semester.	
4	Work load.	
5	Syllabus of the course with name of Text book, Reference book.	
6	Course Outcomes (COs).	
7	Lesson plan.	
8	Mapping of CO with PO and PSO matrix. (Articulation Matrix)	
9	Course coverage.	
10	Lecture notes/handouts	
11	NPTEL video /You Tube video lectures of concerned Course (Provide the links).	
12	Previous year question papers (Final Exam).	
13	Internal questions with Bloom's Taxonomy.	
14	Model questions for Final Examination.	
15	Evaluation process (i.e. mark awarding procedure or Rubrics).	
16	Continuous Assessment Details (Assignment/ Surprise test/ Quiz test etc.)	
17	Student Attendance register (or in ERP)	
18	Proctorial file.(if any)	
19	Result analysis for internal and external exams	
20	Course Exit Feedback Report (Indirect Assessment)	
21	Attainment of CO for the course	
		Name and Signature of the faculty



DRIEMS
UNIVERSITY

**Internal Quality Assurance Cell (IQAC)
Certificate**

I, the undersigned, have completed the course allotted to me as shown below

SL NO	Semester	Course with Code	Remarks

Date

Signature of the Faculty

Submitted to HOD

Certificate by HOD

I, the undersigned, certify that.....has completed the course work allotted to him/ her satisfactorily/ not satisfactorily.

Date

Signature of the HoD

Submitted to Dean

Date

Signature of the Dean

Submitted to IQAC