

## DEPARTMENT FILE AUDIT REPORT

## DEPARTMENT

Academic Year:

Date: \_\_/\_\_/\_\_\_\_

Sl. No.	PARTICULARS	REMARKS
1	Program Approval Letter	
2	Local Inspection Committee (LIC) VTU Report	
3	Vision-Mission formulation with MoMs	
4	Faculty Achievement/Appreciation Documents	
5	Department Purchase and Procurement File	
6	Department Advisory Committee MoMs	
7	Time Table with Faculty workload, Add-on courses and Remedial classes ( <i>last 5 years</i> )	
8	Co-curricular/Extracurricular Activity Reports	
9	Industry Visit Reports	
10	Course File/Audit Reports	
11	Student Feedback Reports n Course Outcomes	
12	Alumni Interaction Reports	
13	University Syllabus with LTP (All courses)	
14	List of Program Modules with Module coordinator details	
15	Mentor Mentee Files	
16	Academic Calendar – University, Institute and Department ( <i>last 5 years</i> )	
17	CO-PO assessment	
18	Faculty List and Student List	

Sl. No.	PARTICULARS	REMARKS
19	List of Add-on Courses with report	
20	Department Placement & Higher Studies Statistics	
21	Faculty Research Publications – Patent ( <i>Hardcopy</i> )	
22	Student Project Funding/KASCST files	
23	FDPs conducted by the Department	
24	FDPs/Seminars attended by faculty with sponsorship details	
25	Performance Appraisal System (PAS) submitted copies	
26	Internship and Project list with details	
27	Result Analysis	
28	Course File with Lesson Plan	
29	CIE details submitted to VTU	
30	Computer facilities with software details	
31	CSR activities	
32	MoUs	
33	AICTE Activity Points	
34	Lab Manuals	
35	Best Practices	

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Name and Signature with date Auditor-1

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Name and Signature with date Auditor-2

## COURSE FILE AUDIT REPORT \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

Academic Year: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

NBA Course Code	Course Name	Faculty Name	Course file label, Cover Page, Contents	Institute and Department Vision - Mission	PEOs, POs, PSOs	Academic Calendar	Class & Individual Time Table	Student List	Course Syllabus with LTP ( <i>VTU Original</i> )	Course Outcomes with Mapping and Justification	Lesson Plan	Innovative TLM	Direct Tools – CIE QPs, SoE, Moderation report	Indirect Tools with Rubrics	Support Program for academic Slow Learners	Student Feedback on COs	Attendance Register	CIE Average marks (VTU)	Previous and Current Semester SEE QPs	Result Analysis	PSO / PO / CO Attainment

## COURSE FILE AUDIT REPORT \_\_\_\_\_ DEPARTMENT

NBA Course Code	Remarks and Observations of the Committee

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Name and Signature with date Auditor-1

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Name and Signature with date Auditor-2

**INSTRUCTIONS: Put (√) Tick if document available. (X) Cross if document not available. NA – Not Applicable**

POs – Program Outcomes, PSOs – Program Specific Outcomes, PEOs – Program Educational Outcomes, COs – Course Outcomes, LTP – Lecture : Tutorial : Practical,  
SoE – Scheme of Evaluation, CIE – Continuous Internal Evaluation, TLM – Teaching Learning Methodology

## PERSONAL FILE AUDIT REPORT \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

Academic Year: \_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_

Sl. No.	PARTICULARS	FACULTY NAME:			
1	Checklist				
2	Bio-Data				
3	PAN & AADHAR copy				
4	Educational Qualification Certificates				
5	Appointment Order/Promotion Letter				
6	Experience Certificates				
7	Competitive Exam Certificates				
8	Form-16				
9	Training / Summer/Winter School Attended				
10	Conference/Workshop/FDP attended / Paper presented				
11	Conference/Workshop/FDP organized				
12	Sponsored & Consultancy Projects				
13	Publications and Patents				
14	Award and Recognitions				
15	Professional Body Membership				
16	Research Guidance				
17	Invited Talk				
18	Ph.D registration and progress details				
19	Extra-Curricular activities participated/organized				
20	Any other relevant documents				

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Name and Signature with date Auditor-1

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Name and Signature with date Auditor-2

## COURSE FILE CONTENT

1. Course Cover Page
  2. Institute and Department Vision - Mission
  3. List of Program Educational Outcomes (PEOs), Program Outcomes (POs) and Program Specific Outcomes (PSOs)
  4. Academic Calendar – University, Institute and Department
  5. Class Time Table
  6. Individual Time Table (*with workload*)
  7. Student List
  8. Course Syllabus with LTP (*VTU Original*)
  9. Course Information Sheet
    - a. List of Course Outcomes (COs)
    - b. COs – POs – PSOs Mapping with Justification
  10. Lesson Plan
  11. Innovative Teaching Learning Methodology adopted with Proof (*if any*)
    - a. Interactive Teaching: Group discussion, Spot Quiz, Brainstorming ideas
    - b. Problem-Based Learning: Case studies, open-ended problem solving (*real-world application problem*)
    - c. Project-Based Learning: Mini-projects, hardware/software integration
    - d. Experiential Learning: Lab experiments, field visits, hands-on workshops
    - e. Flipped Classroom: Pre-recorded video lectures, in-class quiz/discussions
    - f. ICT-Enabled Learning: NPTEL/SWAYAM modules, virtual labs, Google form, PPT presentations
    - g. Collaborative Learning: Group assignments, peer teaching
    - h. Seminar/Presentation Method: Student seminars, paper reviews, technical talks
    - i. Gamification: Technical quizzes, crossword puzzles, activity games
    - j. Industry-Academia Connect: Guest lectures, industry problems, site visits
    - k. Self and Peer Learning: Learning diaries, peer evaluation, reflection tasks
  12. Direct Assessment
    - a. CO Attainment Sheet
    - b. CIE Question Papers
    - c. Moderation Forms
    - d. Scheme of Evaluation and Answer Key
  13. Indirect Assessment
    - a. CO Attainment Sheet
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- b. Assignment / Quiz / Seminar / Activity
  - c. Rubrics
- 14. Support Program for academically Slow Learners
  - a. Identify
  - b. Program Plan
  - c. Assessment Analysis
- 15. Student Feedback on COs
- 16. Attendance Register
- 17. CIE Average marks (VTU)
- 18. Previous and Current Semester SEE Question Papers
- 19. Result Analysis
- 20. PSO / PO / CO Attainment