



Course Quality Assurance

SELF-EVALUATION DOCUMENT (SED) Enhancing Teaching-Learning

Faculty Details	
Name of Department	
Name of Programme	B. Tech/MBA
Semester	
Course	
Course Code	
Regulations	
Name of the faculty	
Employee ID	
Date of Submission of SED	

Note:

1. This form may be used as Self-Evaluation Document for academic audit for course quality assurance.
2. Fill-in a separate form for each course taught by the faculty.
3. Please ensure that all necessary attachments are enclosed as separate documents.

Knowledge & Understanding of Vision & Mission Statement	Yes/ No
Knowledge & Understanding of PEOs, POs/PSOs	Yes/ No

Activity	Observations w. r. t. Course File		Deviations (if any)	Remarks (if any)
	Available	Not available		
Vision/Mission of the Institute*				
Vision/Mission of the Department*				
PEOs, PSOs & POs*				
Academic Calendar*				
Timetable*				
List of Students*				
Syllabus *				
Course Objectives/ Outcomes*				
Course Description				

Lesson Plan*				
Lecture Notes*				
Quality of e-Learning content developed (PPTs/ Videos) *	Good	Need improvement		
Justification of Syllabus with Course Outcomes*				
Mapping of COs with PO's & PSO's*				
Usage of ICT tools**				
Schedule of Instruction As per the Academic Calendar*	Scheduled	Delivered		
Course Activity Diary Report**				
SEE Question Papers**				
SEE Solutions/Key for Evaluation				
SEE Questions Mapped to COs				
Assignments*	Planned	Given	Checked	
Tutorial Sheets*	Planned	Given	Checked	
Old Question Papers* (SEE)				
Quiz*	Planned	Given	Checked	
Quality of Tutorial Question Bank*	Good	Need improvement		
Quality of Tech Talk /Seminar Topics*	Good	Need improvement		
Quality of Concept Videos*	Good	Need improvement		
List of Books Referred*				
Recommended NPTEL /MOOC's/ Swayam Courses / Videos*				
Expert Lectures**	Planned	Executed		
Mapping of Tech Talks MOOCs Courses, Expert talks, Industry Visits, Tutorial Question bank, Open ended experiments With Course Outcomes*				
Gaps in Syllabus**				

Topics Beyond Syllabus**				
Assessment Methodologies*				
Proof of Assignment's, Tutorial's, Expert lectures, Industry Visits, MOOC's Courses***				
COs Attainment***				
POs Attainment***				

ADDITIONAL INFORMATION

(To be checked and verified by the concerned Auditor)

Activities	Actions		Remarks
	Available	Not available	
Student Attendance Record (Hardcopy/ Online)	Available	Not available	
Class Work Adjustments (No s)	Given	Taken	
No. of Extra Classes held; if any	Scheduled	Delivered	
Minor Projects/Case studies Allotted to Students	Allotted	Executed	
Interactive Teaching Aids/Techniques Developed (give details).			
List of Students Who Are Currently Undertaking Massive Online Open Learning Courses (MOOCS/ NPTEL)	Available	Not available	
List of Virtual Labs Being Recommended/ Conducted	Available	Not available	
List of Students Who Are Currently Enrolled /Using Virtual Lab(S)	Available	Not available	

*To be completed before start of the semester

**To be updated regularly during the semester

***To be completed at the end of the semester

Signature of the faculty

HOD Details:	
Name of the HOD	
Signature of the HOD	
Remarks/Recommendations, if any:	
Auditor Details	
Name of the Auditor-1	
Signature with date	
Remarks/Recommendations, if any:	
Name of the Auditor-2	
Signature with date	
Remarks/Recommendations, if any:	

Observations (In respect of the weightage of activities claimed)

Recommendation/Remedial Measures Suggested:

Dean of IQAC

Principal