



Course Quality Assurance

SELF-EVALUATION DOCUMENT (SED)
Enhancing Teaching-Learning

Faculty Details	
Name of Department	
Name of Programme	B.Tech / M.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		Non-Conformance (if any)	NC / Ref	Remarks (if any)
	Available	Not available			
Vision / Mission of the Institute*					
Vision / Mission of the Department*					
PEOs, PSOs & POs*					
Academic Calendar*					
Time Table*					
List of Students*					
Syllabus*					
Course Objectives / Outcomes*					
Course Description /					

Course Template *					
Lecture Notes*					
PPTs*					
Quality of e-Learning video content developed*	Good	Need improvement			
Mapping of Syllabus with Course Outcomes*					
Mapping of CO's with PO's*					
Mapping of CO's with PSO's*					
Usage of ICT tools**					
Schedule of Instruction*	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 Concept Videos*	Good	Need improvement			
Quality of Tech Talk Topics*	Good	Need improvement			
List of Books Referred*					
Recommended NPTEL / MOOC's / Swayam Courses / Videos*					
Expert Lectures**	Planned	Executed			
Mapping of Concept videos / 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 (Nos)	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)	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)

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Recommendation / Remedial Measures Suggested

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Dean of Internal Audit and Policies

Principal