**Checklist (Practical)**

|  |  |
| --- | --- |
| **Documents included in Course file** | **Source** |
| 1. Lab Objectives
 | Lab CLO from Course Profile |
| 1. Lab Contents
 | Course Profile |
| 1. Weekly plan of contents of lab lectures delivered
 | Lab Objectives from Lab Manual |
| 1. Attendance Record
 | Maintained by the Instructor |
| 1. Copy of material given to student
 | Uploaded Labs/ Lecture/ Lab Manual |
| 1. List of Reference Material
 | Instructor |
| 1. Copy of lab task given in lab.
 | Lab Manual |
| 1. Model solutions of all tasks given in lab
 | Instructor |
| 1. Three sample graded tasks securing max, min and average marks
 | Instructor |
| 1. Complete result of the lab
 | NED Exam Portal, CLO-wise marks (sessional and final) |
| 1. Outcomes Assessment
 | **\*** |
| 1. Detail of technology involved
 | Instructor |
| 1. Design skills/techniques practiced
 | Instructor |
| 1. Complete analysis of effectiveness of lab and level of skills ensured
 | Instructor |

\* **Batches 2019 and 2020:** A summary generated by the lab instructor.

 **Batch 2021 and onwards:** CLO Report from OBE Portal.