

## COURSE FILE PREPARATION

Kindly advise the faculty to maintain course files for every course taught. At the end of each semester the faculty should submit their course files to the Program Coordinator / Head of the Department. The Program Coordinator / Head of the Department should check the course files and make sure that they are up to date.

The course file should contain the following in chronological order:

- Time Table.
- Course Syllabus.
- Course Handout.
- Attendance record month wise (hard copies duly signed by the students)

Roll No	Name	Attendance (Max no. of classes)	Signature of the Student
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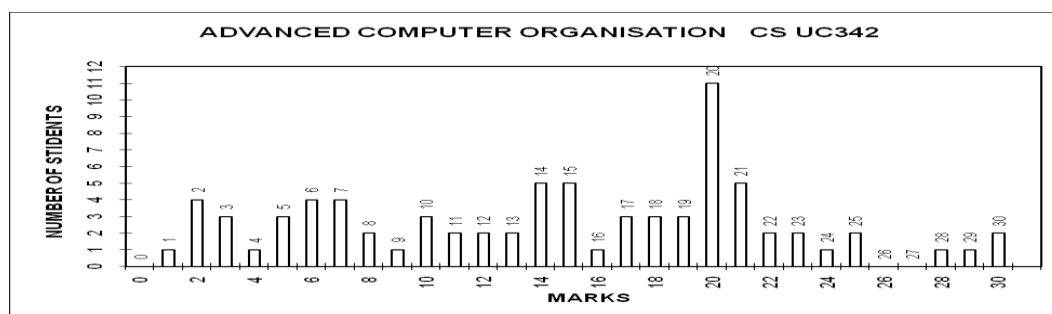
- Evaluation Component's Attendance records (Test-1/ Test-2/ Assignments/Quizzes etc.,)

Roll No	Name	Signature of the Student
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- Question papers with Answer keys / Marking Scheme of all the components (including Final Examination).
- All the notices (communicated to the students).
- Answer scripts (highest marks / average marks / lowest marks) of all the evaluation components.
- List of students with Marks of each evaluation component duly signed by the students.

Roll No	Name	Marks obtained (Max Mks)	Signature of the Student
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- Histogram of all evaluation components (This can be generated easily using Excel)



- Any other documents related to your course.

Thanks and Regards