

As a part of curriculum planning, course file is prepared by faculty members for each subject separately which consists of following

**COURSE FILE CONTENTS**

1. Vision and mission.
2. Program specific outcomes (PSOs) and Programme Educational Objectives
3. Programme outcome
4. Objectives of the Course
5. Academic Calendar
6. Time Table(Highlight workload)
7. Exam schedule
8. Year Planner
9. Syllabus, Text and Reference book list.
10. Lecture notes (Objective, importance and summary of topic)
11. Models/Transparencies/Animations/powerpoint
12. List of Experiment in syllabus/Additional Experiment Developed
13. Record of extra class taken
14. Question Bank
15. University question paper
16. Model Answer papers
17. Records of assignments given,seminars allotted
18. Format of class test marks entry with sign of students
19. Format of sessional marks entry with sign of students