

CHECKLIST FOR COURSE FILE PREPERATION

1. Vision & Mission of the Institute
2. Vision & Mission of the Department
3. Program Educational Objectives (PEOs)
4. Program Outcomes (POs)
5. Program Specific Outcomes (PSO)
6. Course Outcomes (COs)
7. Class Time Table & Faculty Time Table
8. Syllabus
9. Course handouts/Lecture schedule (include the list of additional topics to meet the outcomes, if required?)
10. Assignments/Tutorial question papers with solutions
11. Class test, Mid, End semester exam question papers with solutions
12. Lecture notes (Hand written/typed)
13. Consolidated attendance statement of students
14. Consolidated semester grades of students
15. Result analysis (Normal distribution curves/Bell curves)
16. Sample copies of evaluated answer scripts of Class test, assignments, tutorials, lab records, Mid, End semester exams (Highest, average and marginal pass)