Ilahia college of Arts and Science

Course File Index

Department:		Class		Date	

Name	

Course code	

Course Title	

Sl.No	Contents	submission date	Signature	
			Faculty	HOD
1	Syllabus			
2	Course plan			
3	Time Table of the staff			
4	List of students with phone No of Parent,student and Email ID			
4	Univ calendar			
5	College calendar			
6	Class Progress of the subject			
7	Module wise Study materials with assignment Questions			
8	Previous end sem Q papers(5nos)			

9	Attandance analysis- monthly (insert)										
	No of hours handled										
	% of students less than 80% attandance										
	Signature of staff										
	Attandance analysis- every Monday- date --->										
	No of hours handled										
	% of students less than 80% attandance										
	Signature of staff										

10	Module test	V1		V3		V5				
	Q paper (preiously given, insert)								insert viva questions v1, v3 and v5	
	Answer Key (insert)		-	-	-	-			insert viva answers keys of v1, v3 and v5	
	answerscript (Keepbest,medium,lowesst)		-	-	-	-			nill	
	% pass (insert mark list)								Insert mark listof v1, v3 and v5	

11	Date of Exam										
	Assignments		A1		A2	A3					
	Questions (insert)	q1(m1&m2)		q2(m3,m4)		q3(m5+if	*insert assignment questions q1, q2 AND q3 (m1, m2, m3, m4 and m5, 5 QUESTIONS*				
	Date of assignment given										
	Date of submission										
	Date of return										
12	Marklist (insert)and material										
	Tutorial-QA,GD,Class, video, ppt or										
	Date of tutorial										
	Hours of tutorial										
	Topic										
	Material (Insert)										
13	Series Exam	Exam1	Re-test	Exam2	Re-test	model	Re-test				
	Question paper (Insert)										
	Answer Key (Insert)										
	Answerscript (1best, 1medium,1 lowest)										
	% of pass (Insert mark list)										
	Date of exam							Faculty		HOD	
14	Continuous Internal Assment marks(exel sheet)							*t 3 intrim internals and final inte*			
15	Course feedback of the teacher and HOD							*t course feedback of teacher and*			
16	Current end sem Q paper							*insert current end sem Q paper*			
17	Current end sem Q paper feed back					*nsert feed back of current end sem Q paper by staff*					
18	Class Progress reports by HOD										
	Module	M1		M2		M3		M4		M5	
	Comment of HOD with signature										
	Date of verification										
19	**Extra class/remadeal class for slow learners**	*write R1*	*R2*	*R3 etc*		*write the remadial and insert remedeal sheets (remadial sheet after ii1, ii2 and ii3 and any other*					

	Date												
	Topics												
	No of total absentees										
20	For advanced learners	*IAS coaching*		*coaching for competition*		*NOVATIVE PROJEC*	*PSC COACHING*		*program5*	
	No of students								
	Date of start								
22	Mapping of course outcome and program outcom(insert)	*insert COs, POs and CO-PO mapping of course .*							
21	Relevance of the course	*write the need of the subjects to attain program objective*							

Record and verify attendance analysis on every months, Insert marklist after 2 days of every examinations.Verify class prograss, at least finish of every module . Record tutorial as such in class progress and in class log. Insert Questions and Keys before examinations.