



**KARNAVATI  
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## **DIRECTORATE OF INTERNAL QUALITY ASSURANCE (IQAC)**

**(Ref. No.: KU/NAAC/IQAC/ACAD./2021/02)**

### **Guideline for Preparing Course Files for Auditing & Accreditation (Requirement for NAAC criteria 1 – Curricular Aspects)**

## **Theory & Laboratory Courses**

### **1.Introduction**

- It is mandatory that every faculty should submit the course file as per the specified format for IQAC audit as per the schedule announced to me to time through the Dean of Schools.
- The process specifies the preparation of the course file with details to be incorporated for the various items and should cover all aspects of teaching learning process, evaluation of students' performance and steps taken for continuous improvement.

### **2. Course file preparation and submission**

- Every faculty will prepare the course files, well in advance, at least two weeks before the commencement of the semester.
- The course file shall include the detailed coverage on
  - Course Objectives, Course outcomes and mapping to program outcomes
  - Lesson plan, course materials, quiz, test and assignments
  - Assessment and evaluation and action planned for slow learners and fast learners for continuous improvement
  - Covering up additional materials for developing skills for industry in terms of contents beyond syllabus and mini projects
- The contents of the course file prepared and updated by the faculty must be verified and signed by faculty and Dean and the same must be submitted for auditing by the an Internal Audit Committee constituted by the IQAC
- The course file contents to be maintained by faculty are given below in Appendix A for theory courses and in Appendix B for laboratory courses.
- Faculty must submit the course file of current semester to the School Dean/School IQAC Coordinator, for accreditation purpose, ten days before the start of next semester after incorporating analysis of End semester results.

### 3. List of items to be kept in the Course Files

- The contents of theory course file are as shown in Appendix A
- The contents of lab course file are shown in Appendix B

#### Appendix A -Theory course file

COURSE FILE INDEX		
Task No	Task Description	Page No
1	Syllabus Description	
2	Course Description- Table of details of sessions and Bloom's Taxonomy Level, method of teaching such as team-based learning/flipped class room, references, web links, etc., COs, POs, PSOs	
3	Session Planner / Syllabus Coverage with Text/Reference books used, with columns for planned date, actual date of delivery and reason for deviation if any & Unit Completion Date (course handout, session planner and course description (item #2) to be given to students).	
4	Time Table of class & faculty	
5	Students list	
6	Material to be ordered unit wise - Class notes & Soft copy of ppt (presentation and session wise handout to be given to students during each session), other learning materials, Assignment Questions per unit and Tutorials questions per unit (if available)	
7	Student seminar topics and evaluation of student presentation (if any)	
8	a) List of simultaneously on-going Massive Open Online Courses (MOOCs) having similar contents of the course, NPTEL and SWAYAM video links relevant to course topics, relevant MIT OCW/other similar OCW links, links to eminent professor's blogs/course contents, links to surveys and tutorials from IEEE/ACM etc., b) Documents relating to the use of these resources by students under faculty supervision and performance outcome evaluation	
9	List of Assignments and Questions given to students	
10	Sample Assignment Solution Copies (One from each category of best, medium & poor) of assignments as submitted by students	
11	Question Papers of Continuous Assessment Tests conducted	
12	Answer Scripts of Continuous assessment tests (One from each category of best, medium & poor)	
13	List of slow learners with their grade so far, quiz and CAT marks & Action plan for enhanced learning (tutoring, more handouts/materials, etc.) and proof of action and outcomes through evaluation.	

14	List of fast learners with their grade so far, quiz and CAT marks & Action plan for higher achievement (such as projects, papers, etc.) and proof of action and outcomes through evaluation.	
15	Target for University result in terms of pass percentage and average grade.	
16	Details of Project Based Learning (PBL) if any, adopted by the faculty	
17	Activity based learning - Quiz and discussion, Think-Pair-share, Learning Cell, Team-based learning, Flipped class room with proof of learning outcomes through evaluation (Photos/Videos etc.,)	
18	Innovative teaching-learning techniques adopted for active-teaching-learning process with proof of learning outcomes through evaluation.	
19	Performance Analysis and continuous monitoring of each student with proof of counseling and/or mentoring, and actions taken by students with proof of improved learning outcomes.	
20	Previous year university question papers copy	
21	Contents considered and covered beyond syllabus - attach documents in support of delivery with justification and evaluation of students learning outcomes.	
22	Self-learning outcomes from Eminent Professors Blogs/Websites/MOOCs/NPTEL/SWAYAM/MIT OCW/Journals & E-Links through evaluation.	
23	Documents in support of extramural/guest lecture given by eminent industry experts, arranged by the faculty during the semester	
24	Details of units/topics handled by industry professionals and learning outcomes	
25	Result analysis for Quiz, Assignments, Continuous Assessment Tests and ETE	
26	Attendance Register	
27	Minutes of Quality Circle Meeting related to the course involving student representatives.	
28	Suggestions made by course committee/ instructor/ students for modification in course contents and for enhanced teaching and learning of the course.	
29	Course survey questionnaires and feedback analysis	
Signature of the Faculty:		
Signature of the School IQAC Coordinator:		
Signature of the School Dean:		

## Appendix B – Laboratory Course File

<b>Laboratory Course File Index</b>		
<b>Task No</b>	<b>Task Description</b>	<b>Page No</b>
1	Time table for the Lab Course	
2	Course Code, Title and Syllabus (list of experiments), Course Objectives, Outcomes, Mapping of Course Outcomes with Programme Outcomes	
3	Instruction Plan	
4	Assessment Scheme and Schedule	
5	Session wise list of experiments	
6	Sample input and expected solutions of exercises (if any programming/ numerical exercise is given)	
7	Lab Manual	
8	Additional Learning Materials like NPTEL/Video links/online courses/ICT tools etc(if provided)	
9	Content beyond syllabus / additional experiments	
10	Mini-projects based on lab course contents, if any	
11	Sample Lab Record Copies (Three from each category of best, medium & poor) as submitted by students	
12	Student performance continuous assessment scheme during lab class	
13	Exercises / Experiments given are evaluated on continuous, basis with test, pre final viva ETE (After SEE)	
14	Evaluation-schemes for entire lab course	
15	Samples of Lab Exam sheets with high, average and low performing students	
16	Methods adopted to enhance learning among slow learners and Proof of action taken	
17	Minutes of Quality Circle Meeting related to the course(s)	
18	Attendance Register	
19	Performance Analysis of each Student and monitoring	
20	Overall Result Analysis for each tests/ exam / attainment of Cos	
21	Student's/Teacher's feedback/suggestions on the course	

22	Suggestions made by course committee/ instructor/ students for modification in course contents, if any	
23	Suggestions made by course committee/ instructor/ students to enhance learning in the course	
24	Lab survey Questionnaire and results	
Signature of the Faculty:		
Signature of the School IQAC Coordinator:		
Signature of the School Dean:		