

**NOIDA INSTITUTE OF ENGINEERING & TECHNOLOGY,
PHARMACY INSTITUTE, GREATER NOIDA**

Date:08/04/2013

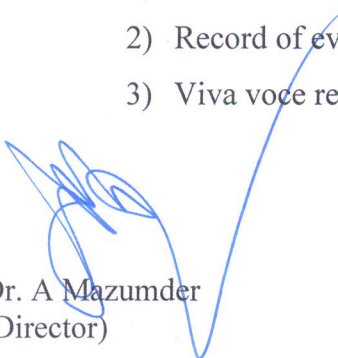
Institute Policy For Course File

The Institute designed course file for individual subject by the faculties which is approved by Director. The course file should contain the following information:

- 1) Course of the subject as per University notification.
- 2) Course syllabus/description.
- 3) Course objectives.
- 4) Course Plan duly signed by HOD.
- 5) List of students.
- 6) Time-Table for the course.
- 7) Lecture Notes for topics taught
- 8) Copy of assignments/tutorials given to the students (with solution of numerical)
- 9) Sessional test papers with solution and marks distribution.
- 10) List of weak students as per test performance.
- 11) Record of action taken for improvement of poor students.
- 12) CO-PO mapping of the subject

The lab performance record for the labs conducted must have the following details:

- 1) Attendance record of students.
- 2) Record of evaluation of experiments performed by the students.
- 3) Viva voce record.


Dr. A Mazumder
(Director)

Copy to through ERP

- Hon'ble MD/AMD for kind Information pl.
- Executing VP for kind Information pl.
- All HODs for needful
- Registrar for record
- Notice Board