



IQAC

Muthusamy Palaniswamy <deanfash@kahedu.edu.in>

Maintenance of course file - reg

1 message

Dr. M. Palaniswamy <deanfash@kahedu.edu.in>

Fri, Jul 20, 2018 at 12:37 PM

To: Dean Faculty of Engineering <dean.engineering@kahedu.edu.in>, Dean Pharmacy <deanfopku@gmail.com>, kathir sathya <architectkathir@gmail.com>, Biotechnology HOD <biotech.hod@kahedu.edu.in>, Biochemistry HOD <biochem.hod@kahedu.edu.in>, micro.hod@kahedu.edu.in, Chemistry HOD <chemistry.hod@kahedu.edu.in>, Physics HOD <physics.hod@kahedu.edu.in>, English HOD <english.hod@kahedu.edu.in>, Computer Science HOD <cs.hod@kahedu.edu.in>, Electronics HOD <electronics.hod@kahedu.edu.in>, Mathematics HOD <maths.hod@kahedu.edu.in>, language.hod@kahedu.edu.in, Commerce HOD <commerce.hod@kahedu.edu.in>, Management HOD <management.hod@kahedu.edu.in>, tamil.hod@kahedu.edu.in, physicaleducationkarpagam@gmail.com, Civil HOD <civil.hod@kahedu.edu.in>, Mechanical HOD <mech.hod@kahedu.edu.in>, eee.hod@kahedu.edu.in, ece.hod@kahedu.edu.in, Computer Science & Engineering HOD <cse.hod@kahedu.edu.in>, btbiotech.hod@kahedu.edu.in, sh.hod@kahedu.edu.in
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Dear Sir / Madam

Greetings!.

As a part of digital initiatives, minimizing the usage of papers, environmental friendly system (reduction in carbon usage), safe and quick retrieval of data, reduce the storage problems and disposal issues, the IQAC has decided to maintain the course files of theory and practical as soft copy (CD) from the academic year 2018-2019 and onwards.

In this regard, I have enclosed the course file format (theory and practical) for your reference. This can be implemented from the academic year 2018-2019 and onwards as per the format.

Thank you

Dr. M. Palaniswamy
Dean, FASH, Director, IQAC
Nodal Officer - AISHE, NAD, NIRF, UBA, SBA
Karpagam Academy of Higher Education
(Deemed to be University Established Under Section 3 of UGC Act, 1956)
Coimbatore - 641021, Tamil Nadu, India



2 attachments

Course file Theory.doc
107K

Course file Practical.doc
94K

AM
20/7/18

KARH/2014/CF-P/R1/2018



KARPAGAM ACADEMY OF HIGHER EDUCATION

(Deemed to be University)

(Established Under Section 3 of UGC Act, 1956)

Pollachi Main Road, Eachanari Post, Coimbatore – 641 021, Tamil Nadu, India.
Phone: 0422- 2980011-14, Fax No: 0422 – 2980022-23 Email: info@kahedu.edu.in

CONTENT OF THE COURSE FILE – PRACTICAL

Name of the Faculty:

Department:

Course Name:

Course Code:

Academic Year:

Semester:

Class:

S. No.	Particulars	Mode of Submission (Hard/Soft (CD))	Available* (✓)
1.	Syllabus copy of the Course	Soft Copy	
2.	Pattern of Examination (CIA & ESE)	Soft Copy	
3.	List of Practical	Soft Copy	
4.	Name list of the Students (with Register No.)	Soft Copy	
5.	Practical completion report (maintained for every practical)	Soft Copy	
6.	Model Exam Question Paper	Soft Copy	
7.	Model Exam Mark Sheet	Soft Copy	
8.	Model Exam Answer Sheets (Best One, Average One & Poor One)	Hard Copy	
9.	Observation Note Book – 1 No.	Hard Copy	
10.	Record Note – 1 No.	Hard Copy	
11.	Copy of Internal Mark Sheet submitted to CoE	Hard Copy	
12.	Logbook (Completed in all Aspects)	Hard Copy	

* Enter NA if Not Applicable

Signature of the Faculty

Signature of HOD

Signature of Dean



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CONTENT OF THE COURSE FILE – THEORY

Name of the Faculty:

Department:

Course Name:

Course Code:

Academic Year:

Semester:

Class:

S. No.	Particulars	Mode of Submission (Hard / Soft (CD))	Available* (✓)
1	Syllabus copy of the course	Soft Copy	
2	Pattern of Examination (CIA & ESE)	Soft Copy	
3	Lecture Plan	Soft Copy	
4	Name list of the Students (with Register No.)	Soft Copy	
5	Lecture Notes (For all the Units with reference Books, Website addresses, Journals and etc. at the end)	Soft Copy	
6	a) Assignment - Mark Statement	Soft Copy	
	b) Assignment - Sample Assignment	Hard Copy	
7	Tutorial Questions (If applicable)	Soft Copy	
8	a) Question Paper of CIA I	Soft Copy	
	b) Answer Key for CIA I (QP)	Soft Copy	
	c) Mark Statement of CIA I	Soft Copy	
	d) CIA I - Sample Answer Scripts (Best, Average, Poor – each one)	Hard Copy	
9	a) Seminar - Mark Statement	Soft Copy	
	b) Seminar – Sample Presentation	Hard Copy	
10	a) Question Paper of CIA II	Soft Copy	
	b) Answer Key for CIA II (QP)	Soft Copy	
	c) Mark Statement of CIA II	Soft Copy	
	d) CIA II - Sample Answer Scripts (Best, Average, Poor – each one)	Hard Copy	
11	Discussion on previous year ESE question papers (Minimum of 4 years)	Hard Copy	
12	a) Question Paper of CIA III	Soft Copy	
	b) Answer Key for CIA III (QP)	Soft Copy	
	c) Mark Statement of CIA III	Soft Copy	
	d) CIA III - Sample Answer Scripts (Best, Average, Poor – each one)	Hard Copy	
13	Copy of Internal Mark Sheet submitted to CoE	Hard Copy	
14	Logbook (Completed in all Aspects)	Hard Copy	

* Enter NA if Not Applicable

Signature of the Faculty

Signature of HOD

Signature of Dean