

LIST OF CONTENTS FOR COURSE FILE

The Course File folder must contain 12 separators (tabs) in the following order.

- 1 Teaching Plan**
- 2 Syllabus**
- 3 Lesson Plan**
- 4 Time Table**
- 5 Attendance (copy of MIS attendance sheet)**
- 6 Lecture Notes**
- 7 Class Test Assessed Sample (best and worst)**
- 8 Class Test Results**
- 9 Assignments (if any)**
- 10 Sessional Marks/Results**
- 11 Mid-Semester/Final Exam Question Paper**
- 12 Miscellaneous (including the calendar rules)**

In case of any further clarification, please contact chairman/director.