

Important

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS, AMETHI

(Institution of National Importance)

Ref No.: RGIPT/IQAC 1/2021-22

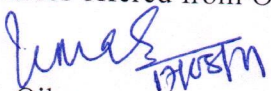
Date: 17th August 2021

NOTIFICATION

This is to bring to the notice of all concerned that, as recommended by the Internal Quality Assurance Cell in the meeting held on 17th August 2021 at 3.00 PM, each Course coordinator shall maintain a "Course File" for all the courses he/she is teaching in the semester. The following items shall be enclosed in the course file and preserved for any future requirements, if necessary.

- A topic wise distribution of classes shall be prepared and enclosed in the course file. The course coordinator shall ensure that the distribution is neither too elaborated nor condensed. The same shall be revealed to the students at the beginning of the classes
- The details of experiments to be covered, if the course has a laboratory component
- The tutorial sheets and home assignments along with the answer copies
- Copies of the Quizzes, Mid Semester examination and End Semester examination question papers
- Any other relevant document pertaining to the conduction of course.

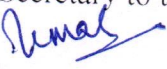
At the end of the semester, the office of the Dean, Academic Affairs will collect the course file/s from all the Course coordinators. The provision is effective for all undergraduate and postgraduate courses offered from Odd Semester, 2021-22 academic year onwards.


U. Ojha

Dean (Academic Affairs)

Copy to the following;

- All Members of the IQAC
- All Heads of the Departments
- All Faculty Members
- All Conveners, DUGC & DPGC
- Dy. Registrar, Academics
- Secretary to the Director, RGIPT


U. Ojha