

Govt. of Bihar
Deptt. of Science & Technology

Letter No: 179 /Patna, Date: 18-1-2018
From: 179 /Patna, Date: 18-1-2018

Atul Sinha,
Director,
Deptt. of Science & Technology.

To,
The Principals
All Govt. Engineering Colleges,
Bihar.

Subject: Preparation of Theory and Lab course files by individual Assistant Professor for papers & Labs assigned to them.

Sir,

You are requested to allocate the subjects of choice (to the extent possible) to all faculty members and instruct them to immediately start preparing the theory and practical course files of every paper/lab assigned to them..

Sample cover page of the course file is attached as Annexure I.

Content of the theory course file would be as follows (in the order):

- Time table (Format attached as Annexure II)
- Evaluation criteria for internal marks
- Syllabus
- Course handout/Lesson Plan (Format attached as Annexure III)
- Assignment Sheet (Format attached as Annexure IV) for every chapter/unit
- Tutorial Sheet (Format attached as Annexure V) for every chapter/unit
- Mid Term Sample Question Paper & previous year mid-term question papers
- Final Exam Sample Question Papers & previous year final exam question papers
- Question Bank
- Power Point Presentations
- Lecture Notes
- Results and result analysis
- Attendance Details

Content of the Lab Course file would be as follows:

- Lab Manual
- Time table
- Evaluation criteria
- List of Experiments
- Lab Course handout (Format attached as Annexure VI)
- Results and result analysis
- Attendance Details

The course handout needs to be prepared for all courses at the start of each semester and should be duly checked and approved by Heads of the Departments and Principal. The course handout then should be mandatorily disseminated among all students. The course files for even semester courses must be prepared and emailed to the department on academicrepositorydst@gmail.com latest by 7th February 2018. All above course file material would be uploaded on the department website, with a new link.

Yours faithfully,


(Atul Sinha)
Director

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