For every course, Course Files are maintained and are updated every year by the course coordinator. The following contents are maintained in a course file.

S.No	Contents
1	Cover Page
2	Syllabus copy
3	Vision of the Department
4	Mission of the Department
5	PEOs, POs and PSOs
6	Course objectives and outcomes
7	Course mapping with POs
8	Brief notes on the importance of the course and how it fits into the curriculum
9	Prerequisites if any
10	Instructional Learning Outcomes
11	Class Time Table
12	Individual Time Table
13	Lecture schedule with methodology being used/adopted
14	Detailed notes
15	Additional topics
16	University Question papers of previous years
17	Question Bank
18	Unit wise Quiz Questions and long answer questions
19	Assignment Questions with CO's Mapping
20	Tutorial problems with Blooms Taxonomy
21	Known gaps ,if any and inclusion of the same in lecture schedule
22	Discussion topics , if any
23	References, Journals, websites and E-links if any

24	Quality Measurement Sheets
	   a. Course End Survey
	   b. Teaching Evaluation

25	Student List
26	Group-Wise students list for discussion topics