

## APPENDIX 1

College Name, Address, Emblem etc.

## COURSE DIARY

Branch :

Semester :

Year :

Subject :

Code :

Name of Staff member:

Mobile No. :

Designation :

Department :

### **General Instructions**

- Student performance should be evaluated solely on an academic basis
  - Student's evaluation should be fair, consistent, transparent and accountable.
  - Evaluation of students' performance should be disclosed to the students.
1. Keep the Course Diary up to date by clearly indicating the subject coverage and students attendance on the relevant pages.
  2. Paste the syllabus in the relevant page.
  3. Write / paste the Course plan in the relevant page.
  4. Events in a semester such as Series Test days, Cultural / Celebration days, days for extra / co-curricular activities etc. may be indicated in the Year Calendar.
  5. Assignment details may be written in the Course Diary or may be filed in the Course File.
    - (i) Minimum 3 no. of assignments should be given.
    - (ii) Different sets of questions may be given in an assignment (at least three) to a class.
    - (iii) Assignments may be in the form of written - closed / open book, individual / group, home assignment, or in the form of oral presentation, quiz, seminar etc.
  6. Show complete split up of sessional marks in the page "Particulars of Marks". Final sessional mark for each student should be equal to the sum of marks awarded for Assignments (10) and Series Tests (40).
  7. All the entries in the course diary must be, legibly written without overwriting and free of errors.
  8. Do not count marks of class tests along with the series test for computing sessional mark.
  9. The staff member will be responsible for the safe custody of the Course Diary and (s)he should return it to the HOD at the end of semester or earlier if (s)he leaves the department or discontinue the subject.
  10. Follow KTU regulations for computing sessional marks.

**PRINCIPAL**

Branch :

Semester :

Year :

Subject :

Code :

Name of Staff member:

Mobile No. :

Designation :

Department :

Signature :

### SCHEDULE OF WORK

Days	1	2	3	4	5	6
Mon						
Tue						
Wed						
Thu						
Fri						

# **SYLLABUS**

**Course Plan**

<b>No.</b>	<b>Date &amp; Day</b>	<b>Hr.</b>	<b>Topics to be Covered</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

## **Details of Assignments/Tutorials/Mini Projects**

No	Date of submission	Date of return after evaluation	Description

### **Subject Coverage**

<b>No.</b>	<b>Date &amp; Day</b>	<b>Hr.</b>	<b>Topics Covered</b>	<b>Mode of instruction</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				





**ATTENDANCE, MARKS FOR ASSIGNMENT, TESTS  
AND INTERNAL EVALUATION MARKS WITH SPLIT UP**

(IN TABULAR FORM)

## **Notes**