



**Department of Mechanical Engineering
Institute of Technology,
University of Kashmir
Zakura Campus, Srinagar**

No: F(course file/DoME)IoT/KU/23

Date: Sep 4, 2023

Notice

All the Faculty members of the Department of Mechanical Engineering are directed to prepare the course file of their concerned courses of B.Tech and M.Tech programme for the academic session 2023. The final hard copy of course/ courses shall be submitted to the office of the undersigned by the end of semester.

The concerned faculty members are advised to prepare the file as per the following list.

1. Course Outcomes (COs)
2. Class Time Table & Faculty Time Table
3. Syllabus
4. Course handouts/ Lecture schedule (include the list of additional topics to meet the outcomes, if required?)
5. Assignments/ Tutorial question papers with solutions
6. Class test, Mid semester exam question papers with solutions
7. Lecture notes (Handwritten/ typed)
8. Consolidated attendance statement of students
9. Consolidated semester grades of students
10. Result analysis (Normal distribution curves/Bell curves)
11. Sample copies of evaluated answer scripts of Class test, assignments, tutorials, lab records, Mid, End semester exams (Highest, average and marginal pass)

Sd/-

Juanid Hassan Masoodi

Coordinator

Department of Mechanical Engineering

Copy to:

1. Dean, School of Engineering
2. Director, Institute of Technology.
3. Concerned Faculty Members
4. Office File.
5. Website.