How can the course file method be made smoother?

1. Problem Statement:

A course file is essentially a record that contains all types of relevant facts about the batch, assessment, and overall outcomes of the course in an academic setup. Course File is basically the **"Geeta"** of the faculty member for a particular batch he/she is teaching.

A course file provides you with a leg up on the competition when it comes to the course's overall curriculum and administration. A course file will provide you with all of the information you require to make an informed selection like COs, CO and PO mapping, Target of COs and attainment, Lecture Plan, Lecture delivery schedule, Assignments, Sessional Papers and End Term papers. The data you have about the course and students are used to determine delivery mechanisms, change or expand the curriculum, provide more learning materials, use different teaching styles, and so on.

Faculty members are normally required to retain a course file at all universities/colleges. **Maintaining a hard copy of one, however, is a very difficult task as there are a lot of documents to include, a lot of data to analyze, and a lot of time to put in.**

2. Existing Course Files Contents:

S.no.	CONTENT
PART A	
1.	ABES Mission, Vision statement & Quality Policy – *one copy*
2.	Department Mission & Vision – *one copy*
3.	List of Students – *(double column format)*
4.	PEOs, POs, PSOs, Course Outcomes and Mapping with POs/PSOs – *one copy*
5.	Last year CO attainment and suggested action-*one copy*
6.	Academic calendar – *one copy*
7.	University Evaluation Scheme – *one copy*
8.	University Subject Syllabus – *one copy*
9.	Class Time Table – *one copy*
10.	Faculty Time Table – *one copy*
11.	Lecture Plan along with Sessional Test Schedule (Full Unit/ Half Unit) – *one copy*
12.	Lecture Delivery Schedule with plan summary of assignments/Test/Quiz
13.	Assignments/ Test/ Quiz with Answer key – *(with CO & KL mapping)*
14.	Assignment/ Test/ Quiz Marks & CO Attainment
15.	Tutorial sheets for numerical problems
16.	Sessional Tests/ Pre-University Exam Question Papers – *(With solution for numerical problems)*
17.	Sessional Tests/ Pre-University Exam - Award Sheet
18.	Sessional Tests/ Pre-University Exam - Gap Analysis and CO attainment

19.	List of Weak Students and their Make-up Classes (*after each sessional exam*)
20.	Review of University Question Paper *(and proofs of correspondence with University in case of any discrepancy)*
21.	Attendance Sheets – Overall
22.	Evaluated Answer Scripts – *(2 Samples)*
23.	Course Exit Survey and analysis
24.	CO attainment and recommendations
PART B	
1.	Faculty Notes (Handout, PPTs in Separate File) – *(for each faculty; common ppt/ notes to be marked accordingly)*
2.	Books ,web content, other than Text Book frequently referred to – *(faculty wise)*
3.	Previous Years Question Papers (UPTU - 4 Years) →Descending Order – *one copy each*

Note: Contents in Part A are to be placed section wise

Note: Proposal is being prepared considering all the basic minimum points available in the course file format of ABESEC.

3. Team formation:

Prof. Divya Mishra (HOD-CSE)

Mr. Ravi Kumar

Mr. Prabhat Singh

Mr. Sunil Kumar

Ms. Jasmine

4. Proposed Solution:

Course File Automation System will take care of all the diverse needs and requirements of course file creation. So regardless of the university or institution, it will be able to produce the course file the way we want**.**

Faculty members will be able to create a course file with all of the necessary information with a single click. **Faculty members can print out a custom designed course file in a few minutes rather than spending hours gathering and processing data.** Simply select which data you want to include in the course file and click the button.

As we all know, course files are generated for each Theory and Lab subject for each batch.

Step by Step Process to Print a Course file:

Step 1: As we log in to our faculty account, we will have a comprehensive view of all the batches we teach as well as the batches that belong to our department.

Step 2: Choose a batch here to develop a course file for the subject we teach for that batch.

Step 3: Once we enter the batch, the course file settings can be found on the menu. Simply click that, we can pick the details we want in our course file (samples/formats of LDS, CO PO Mappings etc. Will be added), and then click the course file option down below.

Step 4: To make the procedure easy, we can add details like Vision, Mission, Program Objectives and also options to add course objective, course outcomes, syllabus, and all will be given. To include such details, we won't have to go anywhere else.

Step 5: After creation, just click on the print button to get the course file.

That's how simple it'll become to get a course file.

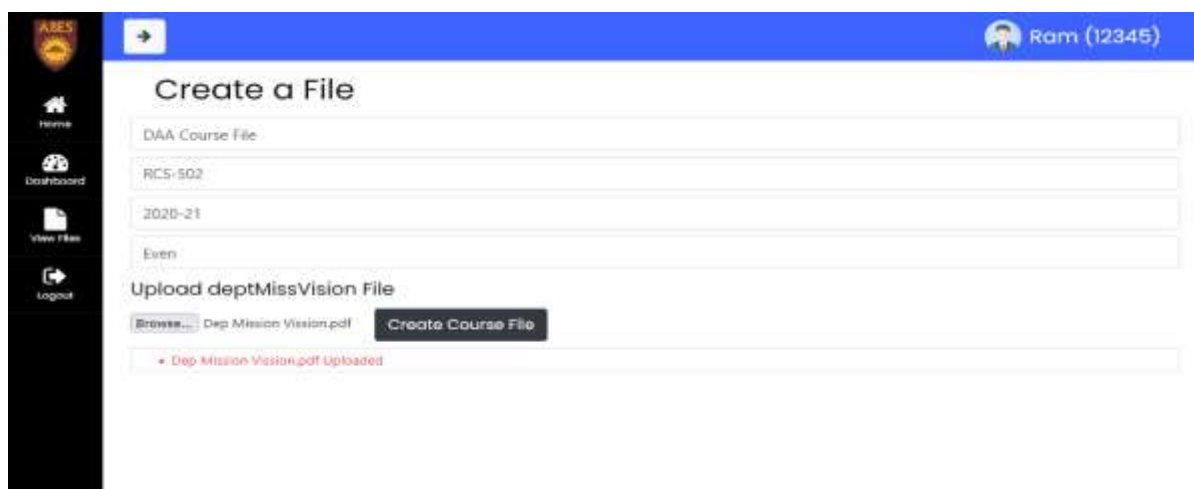**5. Course File Portal Working Module (Step by Step Screenshot):**

Login Screen
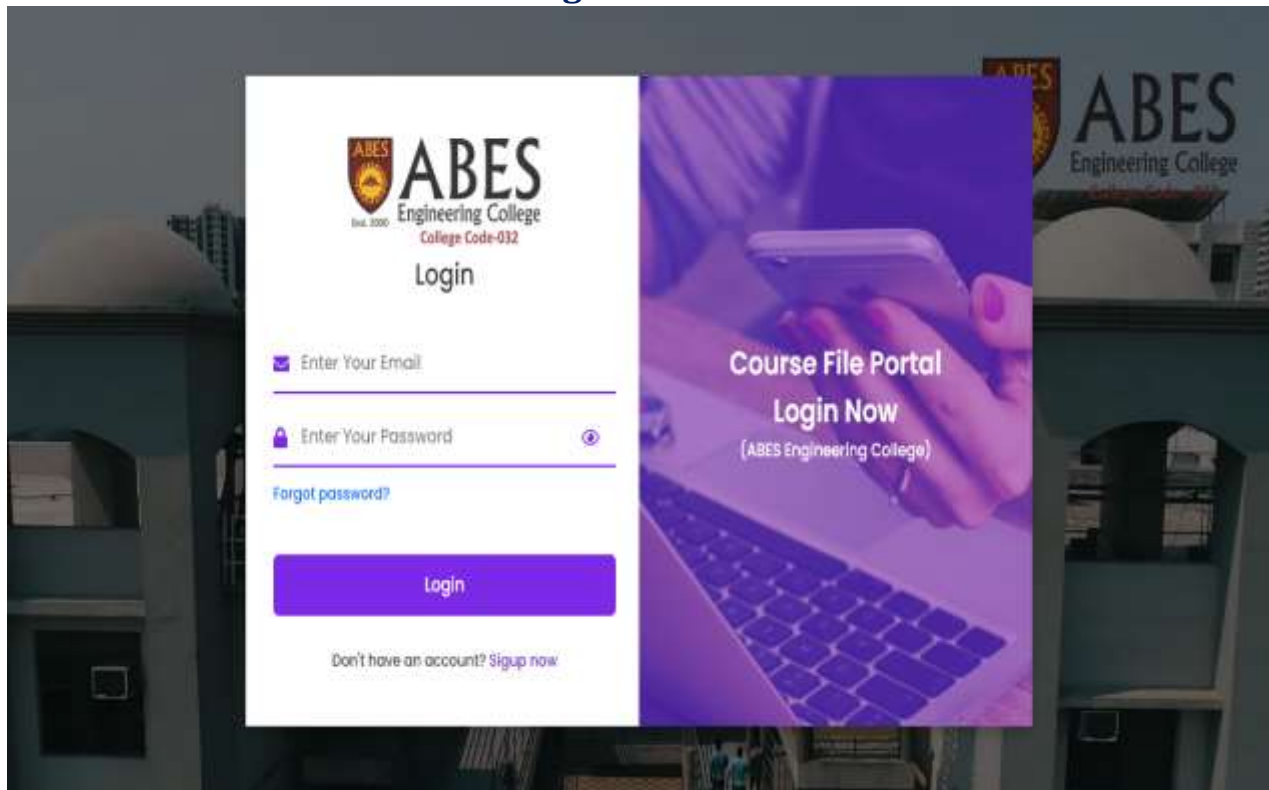
Content 1- ABES Mission and Vision Statement
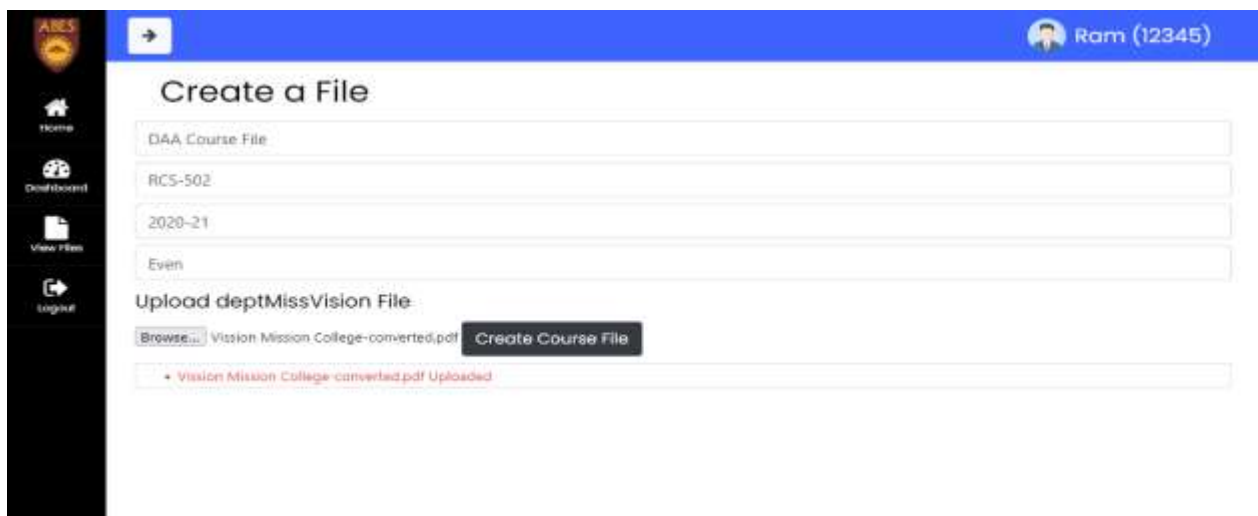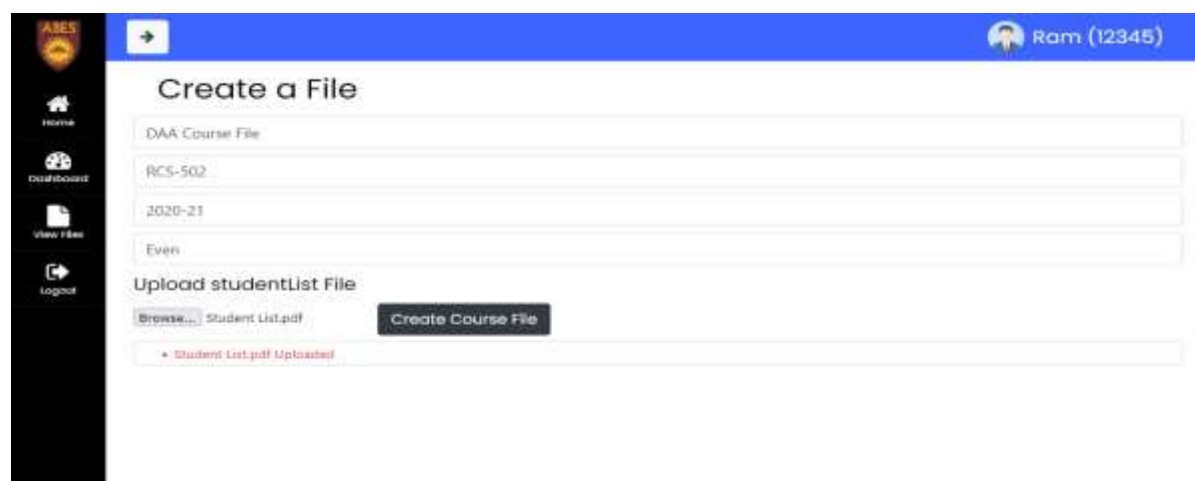
Content 2- Department Mission and Vision Statement

Content 3- List of Students

Content 4 - PEO's, POs, PSOs of the Department

Content 5 - Prerequisite, Course Outcome and Mapping of CO with POs/PSOs

Create a File

DAA Course File

RCS-502

2020-21

Even

Upload CO-PO Mapping File

Browse... CO PO Mapping Format DAA-1.pdf   Create Course File

• CO PO Mapping Format DAA-1.pdf Uploaded

Content 7- Academic Calendar

Create a File

DAA Course File

RCS-502

2020-21

Even

Upload acadCalender File

Browse... ACADEMIC CALENDAR(Odd Sem. 2018-19).pdf   Create Course File

• ACADEMIC CALENDAR(Odd Sem. 2018-19).pdf Uploaded

Content 8- University Syllabus

→

Ram (12345)

Home

Dashboard

View Files

Logout

Create a File

DAA Course File

RCS-502

2020-21

Even

Upload uniSyllabus File

Browse... DAA Syllabus.pdf | Create Course File

• DAA Syllabus.pdf Uploaded

Content 11- Lecture Plan

→

Ram (12345)

Home

Dashboard

View Files

Logout

Create a File

DAA Course File

RCS-502

2020-21

Even

Upload lecPlan File

Browse... DAA LP.pdf | Create Course File

• DAA LP.pdf Uploaded

Content 12 - Lecture Delivery Schedule

Content 13- Assignment/Test/Quiz with Answer Key

Content 14 - Assignment/Test/Quiz Marks

→   Ram (12345)

Create a File

DAA Course File

RCS-502

2020-21

Even

Upload assignmentMarks File

Browse... Assignment Marks.pdf   **Create Course File**

- Assignment Marks.pdf Uploaded

Content 23 - Course Exit Survey

→   Ram (12345)

Create a File

DAA Course File

RCS-502

2020-21

Even

Upload courseExitSurvey File

Browse... Course Exit Survey Section A.pdf **Create Course File**

- Course Exit Survey Section A.pdf Uploaded

Uploading Files Together:

Viewing Uploaded Files:

If No Files are Uploaded

Download of Merged File (of Name Provided in Dashboard)
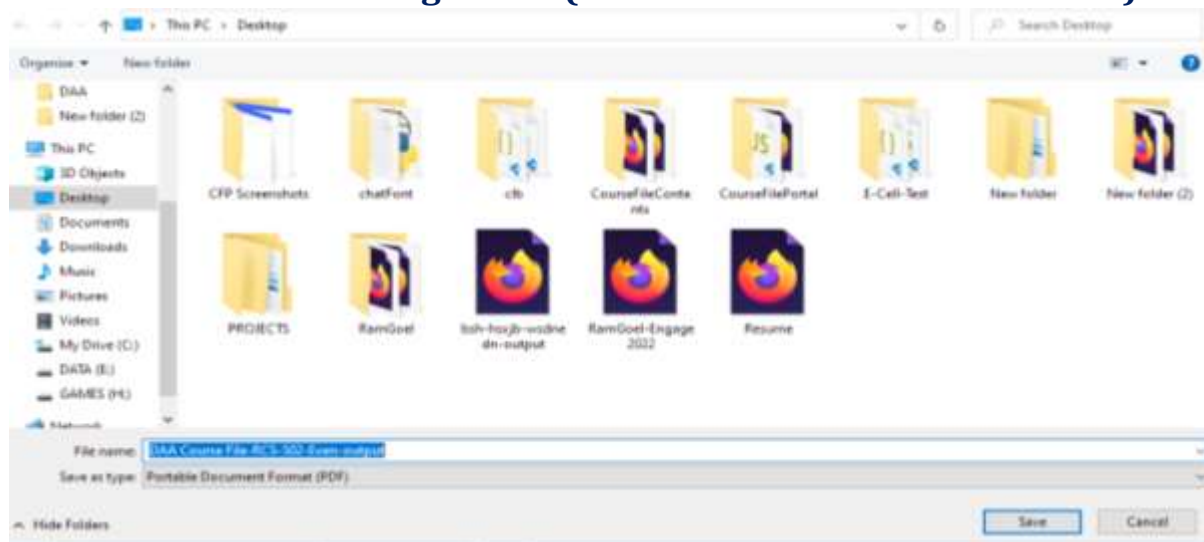
Merged Course File Preview

Full PDF File - Course File Document

6. Work Flow Diagram for maintaining common minimum contents of Course Files at a single place (Sample): Access available to all the faculty members of the department in order to avoid duplicate work.

a. Uploading of List of Students on portal:

b. Uploading of Time table on portal:

```
                    ┌─────────────────────────────┐
                    │ Program leader will upload   │
                    │ faculty time table           │
                    └─────────────────────────────┘
                                  │
          ┌───────────────────────┼───────────────────────┐
          │                       │                       │
┌──────────────────┐   ┌──────────────────┐   ┌──────────────────┐
│ Time table of    │   │ Time table of    │   │ Time table of    │
│ second year      │   │ third year       │   │ fourth year      │
│ section A+B+C    │   │ section A+B+C    │   │ section A+B+C    │
└──────────────────┘   └──────────────────┘   └──────────────────┘
```

c. Uploading of Sessional Marks on portal:

```
                    ┌─────────────────────────────┐
                    │ Faculty will upload          │
                    │ sessional/PUE marks          │
                    └─────────────────────────────┘
                                  │
          ┌───────────────────────┼───────────────────────┐
          │                       │                       │
┌──────────────────┐   ┌──────────────────┐   ┌──────────────────┐
│ marks of second  │   │ marks of third   │   │ marks of fourth  │
│ year section     │   │ year section     │   │ year section     │
│ A+B+C            │   │ A+B+C            │   │ A+B+C            │
└──────────────────┘   └──────────────────┘   └──────────────────┘
          │                       │                       │
          └───────────────────────┼───────────────────────┘
                                  │
                    ┌─────────────────────────────┐
                    │ Automatic report generation  │
                    │ of weak student list         │
                    └─────────────────────────────┘
```
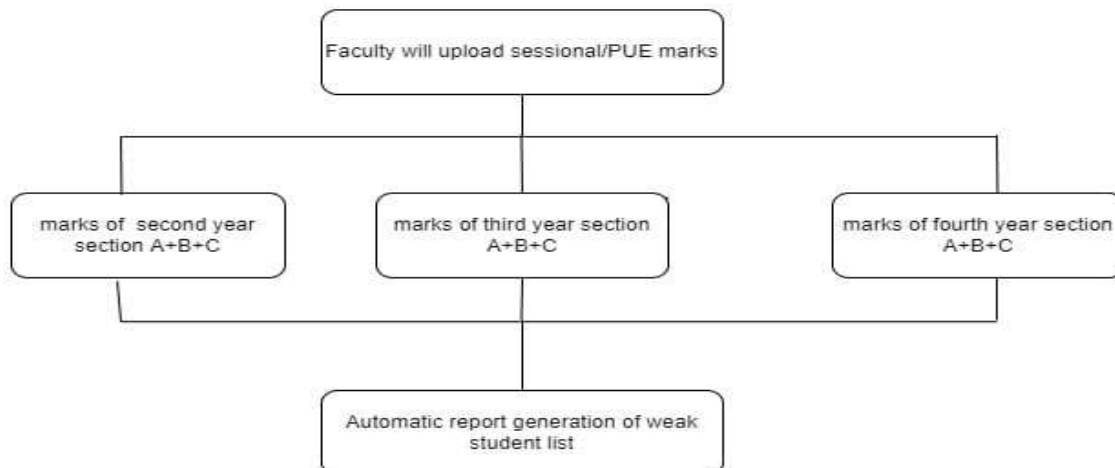
d. Uploading of Attendance on portal:

```
                    ┌─────────────────────────────┐
                    │ Faculty will upload          │
                    │ overall attendance           │
                    └─────────────────────────────┘
                                  │
          ┌───────────────────────┼───────────────────────┐
          │                       │                       │
┌──────────────────┐   ┌──────────────────┐   ┌──────────────────┐
│ Attendance list  │   │ Attendance list  │   │ Attendance list  │
│ of second year   │   │ of third year    │   │ of fourth year   │
│ section A+B+C    │   │ section A+B+C    │   │ section A+B+C    │
└──────────────────┘   └──────────────────┘   └──────────────────┘
          │                       │                       │
          └───────────────────────┼───────────────────────┘
                                  │
                    ┌─────────────────────────────┐
                    │ Automatic report generation  │
                    │ of attendance range          │
                    │ (<60%,<75%,>75%)             │
                    └─────────────────────────────┘
```
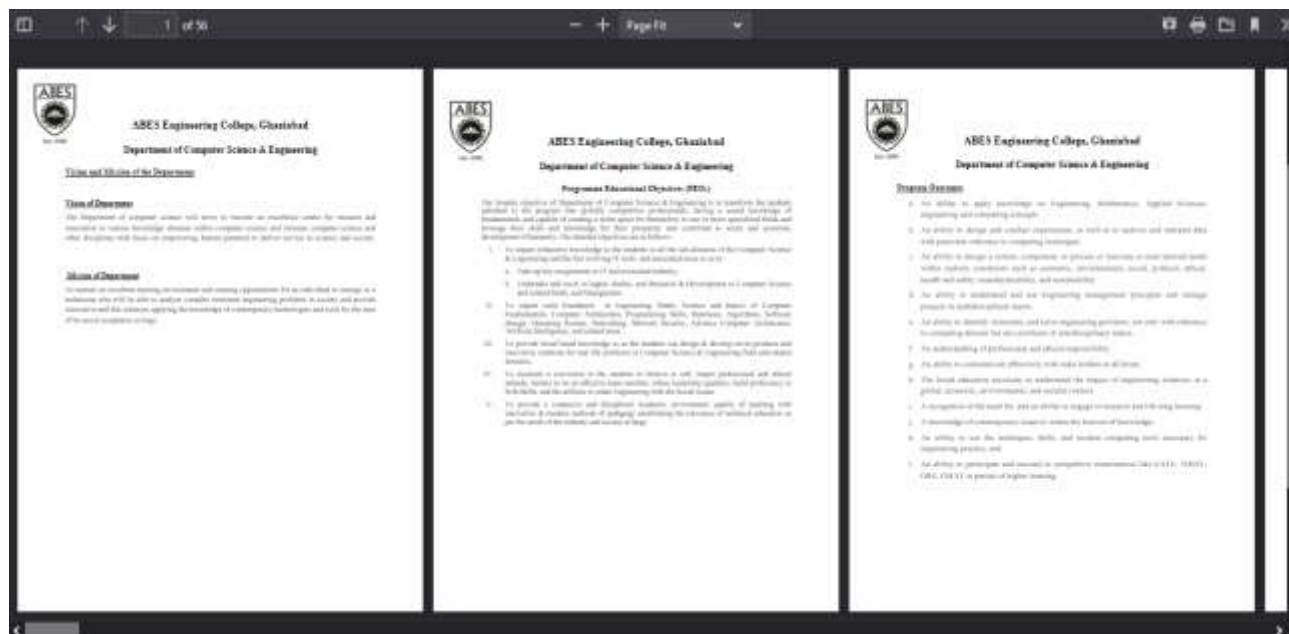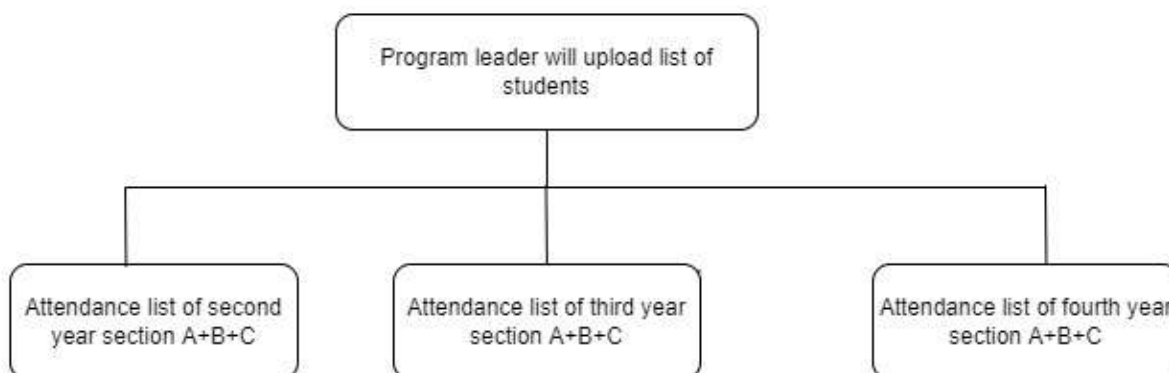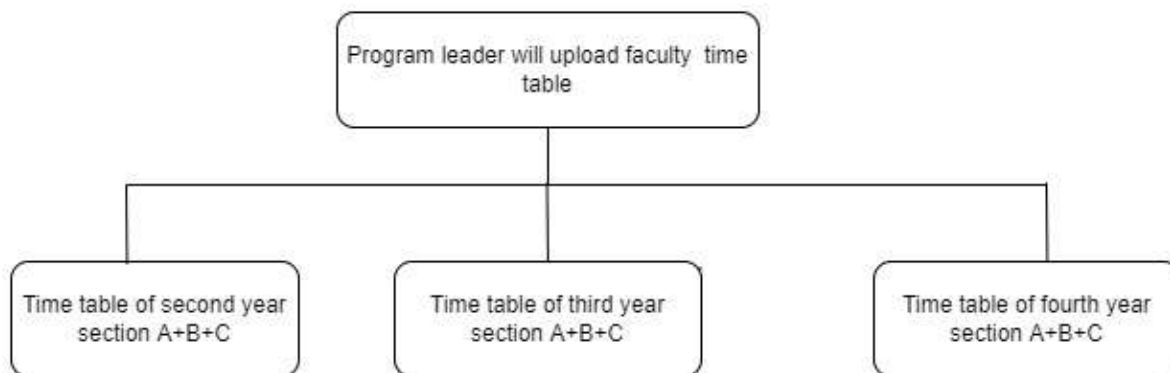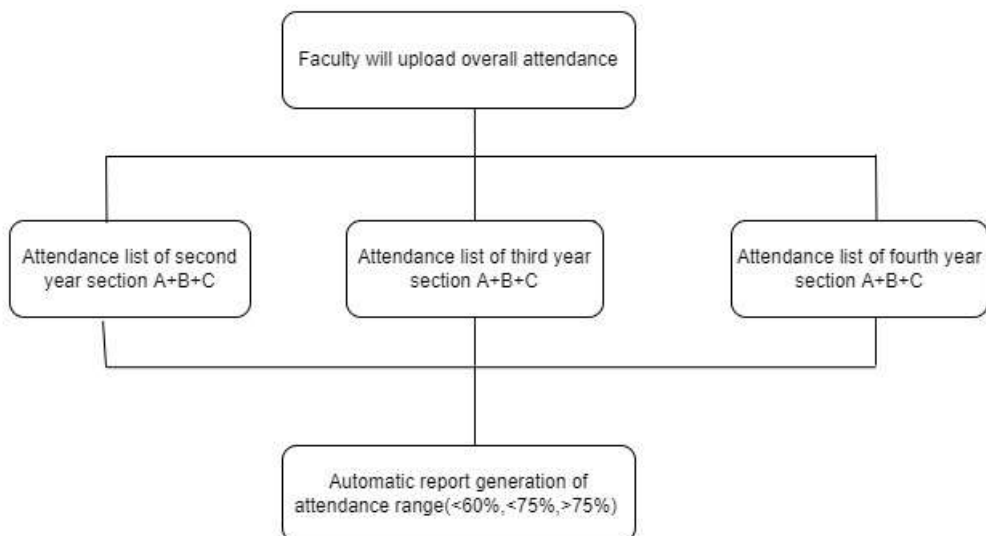
e. Classification of responsibility seeking approval for the contents of course files:
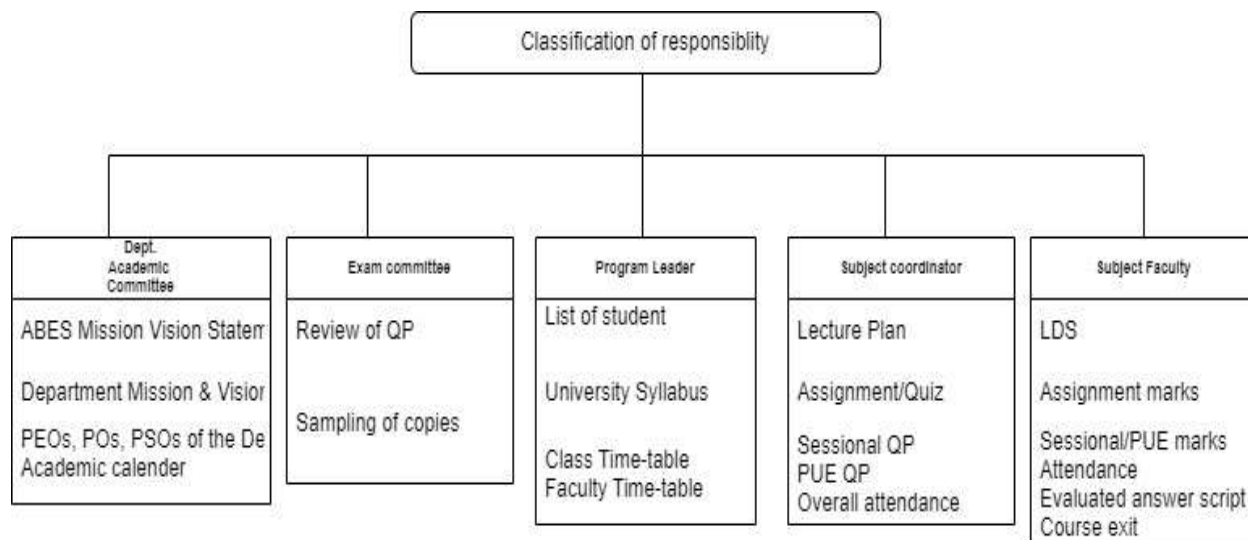
7. Smooth ride for Faculty members from Course File Automation Portal: Outcome

1. **Less paper Consumption:** Extra consumption of paper will be controlled.
2. **Data Loss Avoidance:** Faculty data will always be saved on the portal for accessibility
3. **Time saving:** No need to create course file from scratch always. Already created course file content can be reused.
4. **No need for data formatting.** Course file will be downloaded in all the formats like pdf, .xls etc.
5. **In-house project of ABESEC:** Students are working on the project. Therefore, it will be beneficial for students as well as for faculties.
6. **Scalability:** More features can be added as per demand.
7. **Interactive and User friendly.**
8. **Anywhere and anytime accessibility.**

8. Demonstration Video of Course File Automation portal: Demonstration Video Course File Automation