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**COURSE PLAN**

**Rev. No 9 Dated: September 2024**

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**Name of School**

|  |  |
| --- | --- |
| Cluster |  |
| Program |  |
| Course |  |
| Course Code |  |
| No. of credits |  |
| Semester |  |
| Session |  |
| Academic Year |  |
| Faculty Name |  |
| Faculty Email |  |

**COURSE PLAN**

|  |  |  |
| --- | --- | --- |
| **Prerequisite** | **(Add text)** | |
| **Credit** | **(Add number of Credits)** | |
| **Lecture** | **Tutorial** | **Practical** |
| **(Add number of Credits)** | **(Add number of Credits)** | **(Add number of Credits)** |

1. **The expected Program Outcome are:**

|  |  |
| --- | --- |
| PO1 |  |
| PO2 |  |
| PO3 |  |
| PO4 |  |
| PO5 |  |
| PO6 |  |
| PO7 |  |
| PO8 |  |
| PO9 |  |
| PO10 |  |
| PO11 |  |
| PO12 |  |

1. **Expected Program specific Outcome are:**

|  |  |
| --- | --- |
| PSO1 |  |
| PSO2 |  |
| PSO3 |  |

1. **The expected Course Outcomes are:**

|  |  |
| --- | --- |
| CO 1 |  |
| CO 2 |  |
| CO 3 |  |
| CO 4 |  |
| CO 5 |  |
| CO 6 |  |
| CO 7 |  |

1. **CO-PO Relationship Matrix**

Indicate the relationships by1- Slight (low) 2- Moderate (Medium) 3-Substantial (high)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Program**  **Outcomes**  **Course Outcomes** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** | **PSO1** | **PSO2** | **PSO3** |
| **CO 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **CO 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **CO 3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **CO 4** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **CO 5** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **CO 6** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **CO 7** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Average** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Course Outcomes assessment plan:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Components**  **Course Outcomes** | **Assignment** | **Test/Quiz** | **Mid Semester** | **End Semester** | **Any other** |
| **CO 1** | **£** | **£** | **£** | **£** | **£** |
| **CO 2** | **£** | **£** | **£** | **£** | **£** |
| **CO3** | **£** | **£** | **£** | **£** | **£** |
| **CO4** | **£** | **£** | **£** | **£** | **£** |
| **CO5** | **£** | **£** | **£** | **£** | **£** |
| **CO6** | **£** | **£** | **£** | **£** | **£** |
| **CO7** | **£** | **£** | **£** | **£** | **£** |

1. **Course Syllabus Template**

|  |  |
| --- | --- |
| **Unit Number** | **Content** |
| Unit I |  |
| Unit II |  |
| Unit III |  |
| Unit IV |  |
| Unit V |  |
| Unit VI |  |
| Unit VII |  |

**COURSE PLAN DELIVERY**

**UNIT-I**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Session Plan | Actual Delivery | | | |
| Lecture | Topics to be Covered | Lecture | Date | Topics Covered | CO covered |
|  |  |  |  |  |  |
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**COURSE PLAN DELIVERY**

**UNIT-II**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Session Plan | Actual Delivery | | | |
| Lecture | Topics to be Covered | Lecture | Date | Topics Covered | CO covered |
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**COURSE PLAN DELIVERY**

**UNIT-III**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Session Plan | Actual Delivery | | | |
| Lecture | Topics to be Covered | Lecture | Date | Topics Covered | CO covered |
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**COURSE PLAN DELIVERY**

**UNIT-IV**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Session Plan | Actual Delivery | | | |
| Lecture | Topics to be Covered | Lecture | Date | Topics Covered | CO covered |
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**COURSE PLAN DELIVERY**

**UNIT-V**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Session Plan | Actual Delivery | | | |
| Lecture | Topics to be Covered | Lecture | Date | Topics Covered | CO covered |
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**COURSE PLAN DELIVERY**

**UNIT-VI**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Session Plan | Actual Delivery | | | |
| Lecture | Topics to be Covered | Lecture | Date | Topics Covered | CO covered |
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**COURSE PLAN DELIVERY**

**UNIT-VII**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Session Plan | Actual Delivery | | | |
| Lecture | Topics to be Covered | Lecture | Date | Topics Covered | CO covered |
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**PERIODIC MONITORING**

**Actual date of completion and remarks, if any**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Components** | | **From** | **To** | **From** | **To** | **From** | **To** |
| **Duration (Mention from and to dates)** | |  |  |  |  |  |  |
| **Percentage of Syllabus covered** | |  |  |  |  |  |  |
| **Lectures** | **Planned** |  |  |  |  |  |  |
| **Taken** |  |  |  |  |  |  |
| **Tutorials** | **Planned** |  |  |  |  |  |  |
| **Taken** |  |  |  |  |  |  |
| **Test/quizzes** | **Planned** |  |  |  |  |  |  |
| **Taken** |  |  |  |  |  |  |
| **CO's Addressed** |  |  |  |  |  |  |
| **CO's Achieved** |  |  |  |  |  |  |
| **Assignments** | **Planned** |  |  |  |  |  |  |
| **Taken** |  |  |  |  |  |  |
| **COs Addressed** |  |  |  |  |  |  |
| **COs** |  |  |  |  |  |  |

**Observations(If any)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Signature of Faculty Signature of Head**

**Date Date**

**PLANNING FOR REMEDIAL CLASSES**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of Student** | **Roll No.** | **Sap ID** | **Mid Sem Marks** | **Remedial Classes Held** | | | | | | | **Class test based on Remedial Classes** | **End Sem Marks** | **Improvement**  **(Y/N)** |
| **Date** |  |  |  |  |  |  |
| **Venue** |  |  |  |  |  |  |
| **Time** |  |  |  |  |  |  |
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**Signature of Faculty Signature of Head**

1. **Target**

|  |  |
| --- | --- |
| Target |  |
| Level-1 |  |
| Level-2 |  |
| Level-3 |  |

1. **Method of Evaluation\***

|  |  |
| --- | --- |
| **UG** | **PG** |
| Quizzes/Tests, Assignments (50%) | Quizzes/Tests, Assignments, seminar (50%) |
| Mid Examination (20%) | End semester (50%) |
| End examination (30%) |  |

\*It can be revised as per the assessment scheme of the respective School/Course

1. **Passing Criteria**

|  |  |  |
| --- | --- | --- |
| **Scale** | **PG** | **UG** |
| **Out of 10point scale** | SGPA – “6.00” in each semester  CGPA – “6.00”  Min. Individual Course Grade  –  “C”  Course Grade  Point –  “4.0” | SGPA – “5.0” in each semester  CGPA – “5.0”  Min. Individual Course Grade  –  “C”  Course Grade  Point –  “4.0” |

\*for PG, passing marks are 40/100 in a paper (Composite)

\*for UG, passing marks are 35/100 in a paper (Composite)

1. **References:**

|  |  |
| --- | --- |
| **Text Books** | Smith, T. (2020). The citation manual for students: A quick guide (2nd ed.). Wiley. |
|  |
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| **Web resources** | **Online articles from newspapers, magazines, and blogs:**  Greenhouse, S. (2020, July 30). The coronavirus pandemic has intensified systemic economic racism against black Americans. The New Yorker. https://www.newyorker.com/news/news-desk/the-pandemic-has-intensified-systemic-economic-racism-against-black-americans **Websites with no Author** : The countdown: A prophecy, crowds and a TikTok takedown. (2020, October 19). BBC News. https://www.bbc.com/news/election-us-2020-54596667 |
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| **Journals** | Ruxton, C. (2016). Tea: Hydration and other health benefits. Primary Health Care, 26(8), 34-42. https://doi.org/10.7748/phc.2016.e1162 |
|  |
| **Reference books** |  |
|  |
| **MOOCs, Online courses** |  |

**SUGGESTIONS FOR FACULTY**

* Faculty should keep track of the students with low attendance and counsel them regularly.
* The course coordinator will arrange to communicate the short attendance (as per UPES policy) cases to the students and their parents monthly.
* Topics covered in each class should be recorded in the table of RECORD OF CLASS TEACHING (Suggested Format).
* Internal assessment marks should be communicated to the students twice in a semester.
* The file will be audited by respective IQAC members for theory as well as for lab as per schedule.
* The faculty is required to maintain these files for a period of at least three years.
* This register should be handed over to the head of department, whenever the faculty member goes on long leave or leaves the Colleges/University.
* For labs, continuous evaluation format (break-up given in the guidelines for result preparation in the same file) should be followed.
* The department should monitor the actual execution of the components of continuous lab evaluation regularly.
* Instructor should maintain record of experiments conducted by the students in the lab weekly.
* Instructor should promote students for self-study and to make concept diary, due weightage in the internal should be given under faculty assessment for the same.
* Course outcome assessment: To assess the fulfilment of course outcomes two different approaches have been decided. Degree of fulfillment of course outcomes will be assessed in different ways through direct assessment and indirect assessment. In Direct Assessment, it is measured through quizzes, tests, assignment, Mid-term and/or End-term examinations. It is suggested that each examination is designed in such a way that it can address one or two outcomes (depending upon the course completion). Indirect assessment is done through the student survey which needs to be designed by the faculty (sample format is given below) and it shall be conducted towards the end of course completion. The evaluation of the achievement of the Course Outcomes shall be done by analyzing the inputs received through Direct and Indirect Assessments and then corrective actions suggested for further improvement.
* At the completion of the course, course attainment and other documents should be shared with the program coordinator for computation of Program attainment.
* At the completion of the course Faculty members are suggested to share the innovative teaching techniques along with the course plan (format provided by IQAC).
* Faculties are encouraged to share the master/expert classes evidence (as per the event report format)
* Faculties are also encouraged to include MOOCs,,SWAYAM any other online content and share the evidence of MOOCs courses /online courses referred (as per the event report format).
* Faculties are encouraged to share the evidence related to interventions or initiatives focusing the unique/slow and Fast Leaners along with Course Completion files.

**INDIRECT ASSESSMENT**

**Sample format for Indirect Assessment of Course outcomes:**

|  |
| --- |
| NAME: |
| ENROLLMENT NO: |
| SAP ID: |
| COURSE: |
| PROGRAM: |

Please rate the following aspects of course outcomes of --------------------.

Use the scale 1-3\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Outcomes | Statement | 1 | 2 | 3 |
| CO1 |  |  |  |  |
| CO2 |  |  |  |  |
| CO3 |  |  |  |  |
| CO4 |  |  |  |  |
| CO5 |  |  |  |  |
| CO6 |  |  |  |  |
| CO7 |  |  |  |  |

MODERATE

3

STRONG

2

WEAK

1

**\***