



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS
(An Institute of National Importance Established Under Act of Parliament)
(Jais, Amethi, Uttar Pradesh: 229304, India)

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Office of the Dean (Academic Affairs)

Ref. No.: RGIPT/Jais/Academic/506/2023

19th April 2023

NOTIFICATION

In continuation to the Notification No. RGIPT/IQAC/1/2021-22 dated 17th August 2021, this is bring to the notice of all concerned that as recommended by the Internal Quality Assurance Cell in the meeting held on 17th August 2021 at 03:00 PM, each course coordinator shall maintain a “**Course File**” for all the courses he/she is teaching in the semester. The following items shall be enclosed in the course file and preserved for any future requirements, if necessary.

- A topic wise distribution of classes shall be prepared and enclosed in the course file. The course coordinator shall ensure that the distribution is neither too elaborated nor condensed. The same shall be revealed to the students at the beginning of the classes,
- The details of experiments to be covered, if the course has a laboratory component,
- The tutorial sheets and home assignments along with the answer copies,
- Copies of the Quizzes, Mid Term examination and End Semester Examination question papers,
- Course feedback form duly filled in by the course instructor
- Any other relevant document pertaining to the conduction of course.

The course file to be maintained at the Office of the respective Heads of the Department. It is the responsibility of the respective Heads of the Department to ensure that the course files are updated from time to time. The provision is effective for all undergraduate and postgraduate courses offered from Odd Semester, 2021-22 academic year onwards.

Dean (Academic Affairs)

Copy to the following for information:

1. All Deans
2. Assistant Dean (Academic Affairs)
3. All Heads of Departments
4. In-Charge, Energy Institute, Bengaluru
5. In-Charge, Assam Energy Institute, Sivasagar
6. All Convener, DUGCs & DPGC's of Department
7. Deputy Registrar (Academic Affairs)
8. The Secretary to the Director, RGIPT

Dean (Academic Affairs)