K L E F (Deemed to be University)
Model Course Handout Template

Course Title	:
Course Code	:
L-T-P-S Structure	:
Credits	:
Pre-requisite	:
Course Coordinator	:
Team of Instructors	:
Teaching Associates	:

Course Objective:

Course Rationale:

COURSE OUTCOMES (COs):

CO No	Course Outcome (CO)	PO/PSO	Blooms Taxonomy Level (BTL)
CO1		PO2	2
CO2		PO3	4
CO3		PO5	5
CO4		PSO1	5
CO5 (Only for lab components)		PO6	3

COURSE OUTCOME INDICATORS (COIs):

Course Outcome No.	Highest BTL	COI-1 (BTL1)	COI-2 (BTL2)	COI-3 (BTL3)	COI-4 (BTL4)	COI-5 (BTL5)	COI-6 (BTL3)
CO 1							
CO 2							
CO 3							
CO 4							
CO5							

PROGRAM OUTCOMES & PROGRAM SPECIFIC OUTCOMES (POs/PSOs)

SYLLABUS:
TEXT BOOKS:

Commented [M1]: The number of Course Outcomes is recommended to be 4 for courses that do not contain practical component and 5 for those courses with a practical component.
Flexibility can be sought by the post-graduate courses in this regard.

Commented [M2]: BTL: Bloom's Taxonomy Levels from 1 to 6 must be used in the course handouts. No other alternatives must be used unless permitted by the Dean Academics Office in writing.
Each CO must be mapped to a BTL indicating the highest cognitive level of knowledge possessed by a student after successful attainment of the outcome.

Commented [M3]: The terminology used in defining the Course Outcome must adhere to the BTL it is mapped to.

Commented [M4]: Refer PO-CO Matrix from respective departments where mapping is already done, collect POs & PSOs

Commented [M5]: There can be multiple indicators for each CO where each indicator is mapped to a BTL equal to or lesser than the highest BTL to which the CO is mapped. It is mandatory to have at least one indicator for the highest BTL mapped to the CO. Each indicator (COI) mentioned in the course handout must be evaluated.

Commented [M6]: Give Indicators for CO5 also with BTL 3 or above.

Commented [M7]: Course Coordinator must obtain the list of POs & PSOs from their respective departments

Commented [M8]: Put BoS Approved Syllabus. Deviations (if any) from BoS approved syllabus must be brought to the notice of BoS chairman & Dean Academics, After approval, revised handout should be submitted.

REFERENCE BOOKS:

WEB REFERNCES/MOOCS:

COURSE DELIVERY PLAN:

Sess. No.	CO	COI	Topic (s)	Book No[CH No][Page No]	Teaching-Learning Methods	Evaluation Components
				R BOOK [1], CH 1.1-1.5, Page no 3-13		
				T BOOK [1], CH 4.2-4.5, Page no 123-133		
				W REF [1], Topic name.		

SESSION WISE TEACHING – LEARNING PLAN

SESSION NUMBER: 01
Session Outcome: 1.
        2.
        3.

Time (min)	Topic	BTL	Teaching - Learning Methods	Active Learning Methods
10				
10				
10				
10				
5				
45 minutes Total Contact Session + 5 minutes for Attendance and Transition activities = 50 Minutes				

SESSION NUMBER: 02
Session Outcome: 1.
        2.
        3.

Time (min)	Topic	BTL	Teaching - Learning Methods	Active Learning Methods
10		-		
20		3		
10		1		
5		-		
45 minutes Total Contact Session + 5 minutes for Attendance and Transition activities = 50 Minutes				

⋮

SESSION NUMBER: 52

Commented [M9]: The following are some of the Teaching & Learning methods that can be incorporated in session wise teaching learning plan.
Teacher-centered Learning Methods:
  1.Lecture
  2.Discussion
  3.Demonstration method using a simulation or a tool
  4.Reviewing
  5.Questioning
Learner-centered teaching & Learning methods:
  1.**Active learning**, in which students solve problems, answer questions, formulate questions of their own, discuss, explain, debate, or brainstorm during class;
  2.**Cooperative learning**, in which students work in teams on problems and projects under conditions that assure both positive interdependence and individual accountability; and
  3.**Inductive teaching and learning**, in which students are first presented with challenges (questions or problems) and learn the course material in the context of addressing the challenges.
  4.Inductive methods include *inquiry-based learning, case-based instruction, problem-based learning, project-based learning, discovery learning*, and *just-in-time teaching*.
It is important to integrate **authentic, reflective** and collaborative learning experiences when designing for student-centred learning.

Commented [M10]: The Number of sessions to be planned = Number of Lecture Sessions per Week X 13. The remaining sessions are for revision. Some hours can be used for content beyond syllabus (if any). **One revision hour before Test-I and Two to three Revision hours should be scheduled before Test-II.** Sessions must cover all COIs in each CO
Example:
  •If LTPS structure of a course is 2-2-2-0, the # sessions to be planned is 26.
  •If LTPS structure of a course is 3-0-0-0, the # sessions to be planned is 39
  •If LTPS structure of a course is 4-0-0-0, the # sessions to be planned is 52
  •If LTPS structure of a course is 0-0-4-0, the # sessions to be planned is 26
  •If LTPS structure of a course is 0-0-0-8, the # sessions to be planned is 52

Commented [M11]: Session Plan: The following are the guidelines to be followed while creating session plans
  •Each session may be planned for a duration of 50mins (irrespective of the double houror single hour scheduled in timetable).
  •Session outcome must be a subset of the course outcome and must be in tune withthe skills required to attain the course outcome.
  •Sessions falling under each CO must incorporate topics taught at the highest BTL the CO is mapped to.
  •Every session must incorporate atleast one active learning method which may or may not be part of the assessments.
  •The number of sessions elaborated in the session plan must match those in the course delivery plan.

Session Outcome: 1.
2.

Time (min)	Topic	BTL	Teaching - Learning Methods	Active Learning Methods
10	Recap of the previous class	-		
10		2		
10		2		
10		2		
5	Summary & Conclusions	-		
45 minutes Total Contact Session + 5 minutes for Attendance and Transition activities = 50 Minutes				

PRACTICAL COMPONENT
List of Experiments supposed to finish in Open Lab Sessions:

Lab session no	List of Experiments	CO-Mapping
1	Weekly Experiment/Exercise - I	CO1

2	Develop a set of programs to implement below sorting techniques and analyse its time complexities
	   a. Insertion Sort
	   b. Shell sort
	   c. Selection Sort
		CO1

3		CO5
4		CO2
5		CO2
6		CO5
7		CO3
8		CO3
9		CO5
10		CO4
11		CO4
12		CO5
13		CO5

LIST OF TUTORIALS:

Tutorial session no	Topics	CO-Mapping

WEEKLY HOMEWORK ASSIGNMENTS/ PROBLEM SETS/OPEN ENDEDED PROBLEM-SOLVING EXERCISES etc.

Week	Assignment	Topic	Details	CO
2	A01	Orthographic Projections	Flat surfaces, Curved Surfaces, Complex Solid Models	CO1
4				
6				

COURSE TIME TABLE

Course Conduct

Theory Lecture	6 Sections | 72 Students each | Class Room | Course Coordinator	3 Lectures per week
Practical	6 Sections | 72 Students each | 3 Batches | 3 Instructors | 77 Computers	1 P per week | each 2 hrs. 70 minutes Experiment | 30 minutes Evaluation for 25 students per instructor

	Hour	1	2	3	4	5	6	7	8	9
Day	Component	9:00-9:50	9:50-10:40	11:00-11:50	11:50-12:40	12:40-1:30	1:30-2:20	2:20-3:10	3:20-4:10	4:10-5:00
Mon	Theory	S1, S11								
	Lab	S4, S13, S23								
Tue	Theory									
	Lab									
Wed	Theory									
	Lab									
Thu	Theory									
	Lab									
Fri	Theory									
	Lab									
Sat	Theory									
	Lab									

REMEDIAL CLASSES:

Supplement course handout, which may perhaps include special lectures and discussions that would be planned, and schedule notified accordingly.

SELF-LEARNING:

Assignments to promote self-learning, survey of contents from multiple sources.

S.No	Topics	CO	ALM	References/MOOCS

DELIVERY DETAILS OF CONTENT BEYOND SYLLABUS:

Content beyond syllabus covered (if any) should be delivered to all students that would be planned, and schedule notified accordingly.

S.No	Advanced Topics, Additional Reading, Research papers and any	CO	POs & PSOs	ALM	References/MOOCS
1					

EVALUATION PLAN: (may vary based on the course)

Evaluation Type	Evaluation Component	Weightage/Marks	Assessment Dates	Duration (Hours)	CO1	CO2	CO3	CO4	CO5

Commented [M14]: After Test – I, identify weak learners, provide supplement course handout. Student must maintain a minimum of 90% attendance to be eligible for appearing to In-Sem Exam II. Student list and Impact Observed report should be submitted to Dean Academics through proper channel.
Slow Learners: Students who perform very much below the class averages

Commented [M15]: Plan 10% of topics in self-learning mode with discussions, ALM's and Assessment happing in the class.

Commented [M16]: Plan Advanced Topics, Experiments, Additional Reading, Research papers in self-learning mode with ALM's and Assessment happing in the regular class or lab. Usually caters advanced learners. Identify Advanced learners. For Extra classes, schedule should be notified accordingly.
Advanced Learners: Students who perform very much better than the class averages

Commented [M17]: Evaluation Plan: The Evaluation(weightages) Table recommends marks distribution among various assessments for different LTPS structures. Course Coordinators are recommended to follow the marks distribution unless they have a justifiable concern for their specific course.
Any variations to these weightages must be brought to the notice of Dean Academics prior to documentation.
The max marks awarded for continuous evaluation category may vary from course to course depending on the number of activities taken up.

Blooms Taxonomy Level										
In-Semester Summative Evaluation Total = 0 %	**In-Sem Exam-I**	Weightage		Test 1 Dates	2					
		Max Marks	50M			21	21			8
	In-Sem Exam -II	Weightage		Test 2 Dates	2					
		Max Marks	50M				21	21		8
	Surprise Quiz	Weightage			20 Min					
		Max Marks	40M			10	10	10	10	
	Lab Internal Tests	Weightage		Lab Internal Dates	1 ½					
		Max Marks	40M							40
Formative Evaluation Total = 0 %	**Tutorial**	Weightage		Continuous Evaluation						
		Max Marks	100M			25	25	25	25	
	ALMs	Weightage		Continuous Evaluation						
		Max Marks	100M			25	25	25	25	
	Home Assignment + Book	Weightage								
		Max Marks	40M			10	10	10	10	10
	Lab Continuous Evaluation	Weightage		Continuous evaluation						
		Max Marks	100M							100
	Project/Skill	Weightage		Continuous evaluation						
		Max Marks	100M			25	25	25	25	
	Attendance	Weightage		Continuous evaluation						
		Max Marks	5M							
End-Semester Summative Evaluation Total = 0 %	**SE Lab Expt.**	Weightage		Lab External	1 ½					
		Max Marks	40M	Dates						25
	SE Lab Proj.	Weightage		Lab External	1 ½					
		Max Marks	40M	Dates						25
	Semester End Exam	Weightage		**End Sem Exam Dates**	**3 hrs**					
		Max Marks	100M			25	25	25	25	

Commented [M18]: Refer **Theory Course Embedded with Laboratory Question Paper Template, where CO5 questions were asked.**
In Part-A, Q. No. 5 from CO5 with BTL Level.
In Part-C, Q. No. 10 from CO1+CO2+**CO5** with Highest BTL Level.

Commented [M19]: Please note the following points for **administration and quality improvements in teaching, learning & Assessing**
a. All courses must use LMS for marking attendance and lesson plans
b. All course must use LMS to conduct and evaluate ALMs through Rubrics
c. All courses must submit (Students to upload) the lab experiments results on LMS and the evaluation using rubrics to happen in LMS
d. All tutorials evaluation to happen in LMS using Rubrics
e. All project-based labs must submit the project draft and review documents in LMS and grading of these documents must happen on LMS using rubrics
f. All course content to be uploaded on LMS Session/Topic wise
g. Additional reading material /additional practice problems must be uploaded on LMS for every session/topic
h. Each CO must have at least one surprise quiz with at least 15 questions each
i. All courses to have 10% of topics in Self-Learning mode with ALMs and Assessment happening in class.

EVALUATION COMPONENTS (WEIGHTAGES) OF INTERNAL & EXTERNAL MARKS

Type of the Course	INTERNAL 60%		EXTERNAL 40%		
	Components	**Weightage**	**Components**		**Weightage**
	In Semester Exam-I		Exam	Viva	
	In Semester Exam-II			Exercise	

Course Type		Component			
Purely Laboratory Based Course				Report	
		Lab Weekly exercise		External Review	
				Plus	
		Mini /Capstone Project		Paper publication	National
					or
		Attendance			International
Purely Theory Based Course		In-Sem Exam-I		End Semester Exam	
		In-Sem Exam-II			
		ALMs			
		Surprise Quiz (min 2) (online)			
		Home Assignment and Book. (Min. 5 Assignments etc.)			
		Attendance			
Theory Course Embedded with Laboratory	**Lab Part**	In Semester Exam		Exam	Viva
		Lab Weekly exercise			Exercise
	Theory Part	In-Sem Exam-I			
		In-Sem Exam-II		End Semester Exam	
		ALM (LTC, in-class Quiz, etc.)			
		Home Assignment and Book. (Min. 3 Assignments etc.)			
	Both	Attendance			
Skill based course (8hrs / week)		In Semester Exam-I		Review for Project	
		In Semester Exam-II		Report	
	Continuous Evaluation	Lab Exercise		Presentation	
				Exercise	
		Project		Questions &Answers	
		Attendance			
Technical Proficiency Course		In Semester Exam-I		End Semester Exam (online MCQ)	
		In Semester Exam-II			
		Continuous(weekly) Test (40 MCQ)		Viva	
		Attendance			

ATTENDANCE POLICY

Every student is expected to be responsible for regularity of his/her attendance in class rooms and laboratories, to appear in scheduled tests and examinations and fulfil all other tasks assigned to him/her in every course. For Promotion, a Minimum of 50% of internal marks must be obtained. In every course, student has to maintain a minimum of 85% attendance to be eligible for appearing in Semester end examination of the course, for cases of medical issues and other unavoidable circumstances the students will be condoned if their attendance is between 75% to 85% in every course, subjected to submission of medical certificates, medical case file and other needful documental proof to the concerned departments.

DETENTION POLICY

In any course, a student has to maintain a minimum of 85% attendance and must secure a minimum of 40% marks in In-Semester Examinations to be eligible for appearing to the Semester End Examination, failing to fulfil these conditions will deem such student to have been detained in that course.

PLAGIARISM POLICY

Use of unfair means in any of the evaluation components will be dealt with strictly, and the case will be reported to the examination committee.

COURSE TEAM MEMBERS, CHAMBER CONSULTATION HOURS AND CHAMBER VENUE DETAILS:

Each instructor will specify his / her chamber consultation hours during which the student can contact him / her in his / her chamber for consultation.

S.No.	Name of Faculty	Chamber Consultation Day (s)	Chamber Consultation Timings for each day	Chamber Consultation Room No:	Signature of Course faculty
1					
2					
3					
4					
5					

GENERAL INSTRUCTIONS

Students should come prepared for classes and carry the text book(s) or material(s) as prescribed by the Course Faculty to the class.

NOTICES

Most of the notices are available on the LMS platform.

All notices will be communicated through the institution email.

All notices concerning the course will be displayed on the respective Notice Boards.

Signature of COURSE COORDINATOR:

Signature of Department Prof. Incharge Academics & Vetting Team Member:

HEAD OF DEPARTMENT:

        Approval from: DEAN-ACADEMICS
        (Sign with Office Seal)