



Faculty Development Program



VIT[®]
Vellore Institute of Technology
(Deemed to be University under section 3 of UGC Act, 1956)

Title : How to prepare a course file for academic development

Date : 2026-02-02 - 2026-02-02

Time : 16:00 - 17:30

Venue : TT 707

Event Outcome

- Participants will enrich their knowledge in the preparation of course files



Resource Person 1 - Details

Name : Peri Kameswara Kameswaran

Designation : Associate Professor Grade 2, School of Advanced Sciences

University/ Company : VIT, Vellore

Address : India, 632014.

Resource Person's Profile :

1. Profile of Peri Kameswara Kameswaran

Dr. Peri Kameswara Kameswara is working as an Associate Professor in the Department of Mathematics, School of Advanced Sciences. He has more than 15 years of teaching and research experience. He published more than 69 research articles in reputed journals.

This talk mainly focuses on the effective preparation of the course file for the academic development. The course file is a fundamental component of the Academic quality assurance framework. It is required by the university to provide the information needed to ascertain the quality of courses. The main items of the course file are Academic calendar, Syllabus copy, Timetable, Lesson plan, List of students, Attendance report, Course material, preferably handwritten material, Assignment tools, Rubrics for Assessment, question papers of all assessments, key with marking scheme, students portfolios, analysis of continuous assessment marks, and measures identified and implemented, steps taken for slow learners and advanced learners, overall results analysis, course out come attainment and action plan.

No specific tools are required

Coordinator: Teaching Learning Centre of Excellence, VIT, Vellore