**QUALITY ASSURANCE CELL**

**HIGHER EDUCATION DEPARTMENT, KHYBER PAKHTUNKHWA, PESHAWAR**

**Address: QAC Office, H# 54, ST# 19, Shami Road Near Bilal Masjid, Peshawar**

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**Governance of the College/Institution**

**Course File**

Maintaining the Course/Subject File is compulsory for all departments for each course. It should have complete record of every activity that happens during the course/subject. It will be updated in each semester whenever offered. The Course File check list must contain the following documents;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College Name:** | | | | |
| **Name of Program:** (e.g. AD in Arts, AD in Science, BBA, BS Physics, BS Urdu, BS Economics etc.) | | | | |
| **S No** | **Name of Documents Attached** | **Yes** | **No** | **N/A** |
| 1 | Course Code and Complete Title |  |  |  |
| 2 | Description of Course / Learning Outcomes |  |  |  |
| 3 | Course syllabus and changes, if any, made over at least 3 semesters |  |  |  |
| 4 | Weekly Teaching Plan / Schedule |  |  |  |
| 5 | Dates of Mid-Semester and Final-Semester Examination |  |  |  |
| 6 | Grading Policy will identify each activity such as Assignments, Quizzes, Presentations, Mid-Semester Examination and Final Examination etc. |  |  |  |
| 7 | Copy of each Homework Assignment |  |  |  |
| 8 | Copy of each Quiz Assigned |  |  |  |
| 9 | Conduct seminar/workshop etc. if any |  |  |  |
| 10 | Copy of Question Papers for Mid Semester Examination |  |  |  |
| 11 | Copy of Question Papers for Final/Semester End Examination |  |  |  |
| 12 | Grading Sheets of the Course, Detailing Statistical Data on the Grades obtained by Students |  |  |  |
| 13 | Difficulties/Problems faced by the Teacher and Students during Classroom / Course Delivery |  |  |  |
| 14 | Course Evaluation by Students Feedback Report from QAC office |  |  |  |
| 15 | Faculty Course Review Report of the course/ Course Evaluation by teacher |  |  |  |
| 16 | Final award list of the Course / Subject |  |  |  |