



QUALITY ASSURANCE CELL

HIGHER EDUCATION DEPARTMENT, KHYBER PAKHTUNKHWA, PESHAWAR

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

Email: gached.kp@gmail.com Phone: 091-9223086/9223087 Fax# 9223088

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			