**Check List**

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| **S. No** | **Specification** | **Yes 󠇘 (Y)****No ()****Not Relevant (NR )** |
| 1 | Academic calendar  |  |
| 2 | Time table(s) |  |
| 3 | Course title  |  |
| 4 | Short course description  |  |
| 5 | Course Objectives |  |
| 6 | List of textbooks and reference books pertaining to the course |  |
| 7 | Teacher's office hours for students consultation |  |
| 8 | Weekly lectures breakdown for entire semester |  |
| 9 | Daily class activities  |  |
| 10 | Schedule of regular quizzes, assignments/project/term paper (including due dates), mid-term and final term examinations  |  |
| 11 | Breakdown of laboratory experiments pertaining to the course and record of successful conduct.  |  |
| 12 | Copies of best, worst and average answer sheets of mid and final term examination |  |
| 13 | Copies of quizzes (at least 4) |  |
| 14 | Complete records of assignments (at least 3) or term papers (at least 1) |  |
| 15 | Copies of mid-term exam papers (both subjective and objective) |  |
| 16 | Copies of final-term exam papers (both subjective and objective) |  |
| 17 | Detail of assessment policy including sessional, mid-term and final term examinations |  |
| 18 | Detail Results of sessional including quizzes, assignments, presentation, term papers, etc. |  |
| 19 | Comprehensive Results including sessional, mid-term and final |  |
| 20 | Record of make-up classes for any unscheduled class |  |
| 21 | Any other material distributed in the class / course material.  |  |
| 22 | Complete record of students attendance duly signed by course instructor and HoD of the department |  |