**UNIVERSITY OF TURBAT**

**QUALITY ENHANCEMENT CELL**

**Proforma 2**

**Monthly Course Review**

|  |
| --- |
| **Basic Information** |
| Course Title: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Course Code:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Course Credits: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Lecture No: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Teacher Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Semester No: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Period Under Review: Semester Week No. \_\_\_\_\_\_\_\_\_\_ to Week No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Course File** | Yes /No |
| Is the Course File being maintained by the teacher? |  |
| Does the file contain course specifications/outcomes/lecture breakdown? |  |
| Does the file contain the list of recommended text, reading materials, etc.? |  |
| Does the file contain the breakdown of laboratory experiments (if applicable)? |  |
| Does the file contain a copy of the lab manual (if applicable)? |  |
| Does the file contain a copy of the class schedule/timetable? |  |
| Does the file contain the schedule of assessments (quizzes/assignments, etc.)? |  |
| Does the file contain updated record of class attendance of the students? |  |
| Does the file contain record of lab attendance of the students (if applicable)? |  |
| Does the file contain updated record of results of quizzes, assignments, etc.? |  |
| Does the file contain copy of question papers for quizzes, exams, etc.? |  |
| Does the file contain samples of best, worst, and average answer sheets? |  |
| Does the file contain record of make-up classes (if any)? |  |
| Does the file contain class activity reports? |  |
| **Classes** | **Practical** |
| Scheduled: \_\_\_\_\_\_\_\_ Conducted: \_\_\_\_\_\_\_\_\_\_ | Scheduled: \_\_\_\_\_\_\_\_ Conducted: \_\_\_\_\_\_\_\_\_ |
| Reasons for any missing classes/practicals: |
| **Intended Learning Outcomes/Main Topic** |
| **Planned** | **Achieved** |
|  |  |
| **Chairman’s Remarks** | **Dean’s Remarks** |
|  |  |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_  | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_ |