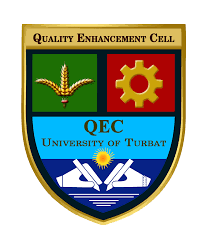
**UNIVERSITY OF TURBAT**

**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:\_\_\_\_\_\_\_\_ | | | |