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| **Course File** (Theory) |
| **Department** | **ꓽ** | **Credit (Cr/Ch)** | **ꓽ** |
| **Course Code** | **ꓽ** | **Semester** | **ꓽ** |
| **Course Title**  | **ꓽ** | **Course Teacher** | **ꓽ** |
| **Check List** |
| * 1. Course Outline
* 2. Student Information with Previous Result
* 3. Lecture Materials
* 4. Last Semester Final Question
* 5. OBE Based Question of CT with Rubric
* 6. Answer Script of Class Test (Best, Average, Poor)
* 7. OBE Question of Assignment/Presentation with Rubric
 | * 8. Sample answer or Assignment/PPT
* 9. Semester Final Question
* 10. Sample answer script of Semester Final
* 11. Calculation of COs and POs attainment
* 12. Course Teacher’s Feedback.
* 13. Final Grade
* 14. Attendance Report
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| **Course File** (Lab) |
| **Department** | **ꓽ** | **Credit (Cr/Ch)** | **ꓽ** |
| **Course Code** | **ꓽ** | **Semester** | **ꓽ** |
| **Course Title**  | **ꓽ** | **Course Teacher** | **ꓽ** |
| **Check List** |
| * 1. Course Outline
* 2. Student Information with Result
* 3. Sample lab reports (Best, Average, Poor with score and rubrics)
* 4. Sample lab project proposal (if any)
* 5. Sample lab project reports (Best, Average, Poor with score and rubrics), if any
* 6. Sample Quiz question
 | * 7. Sample Quiz answer scripts (Best, Average, Poor with score and rubrics), if any
* 8. Final grade and Marks distribution
* 9. Lab Final Question
* 10. Calculation of COs and POs attainment
* 11. Course Teacher’s feedback.
* 12. Attendance Report
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| **Course File** (Thesis/Project/IDP) |
| **Department** | **ꓽ** | **Credit (Cr/Ch)** | **ꓽ** |
| **Course Code** | **ꓽ** | **Semester** | **ꓽ** |
| **Course Title**  | **ꓽ** | **Course Teacher** | **ꓽ** |
| **Check List** |
| * 1. Course Outline
* 2. List of all projects with Supervisor Name
* 3. Sample project proposal
* 4. Sample progress report (1st Term)
* 5. Sample progress report (2nd Term)
* 6. Sample progress presentation (1st Term)
* 7. Sample progress presentation (2nd Term)
 | * 8. Sample progress report with plagiarism report (Final)
* 9. Sample FYD Presentation
* 10. Calculation of COs and POs attainment
* 11. Final grade showing marks of each assessment tools with rubrics.
* 12. Teacher’s feedback.
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