Course File Contents *(As per UGC guidelines)*

1. Course outline:
(A structured summary detailing course content, objectives, learning outcomes, and assessment methods.)

2. Lecture materials/notes:
(Teaching content and presentations used to deliver course topics.)

3. Attendance sheet:
(Record of student presence throughout the course duration.)

4. Assignment – copies of best, mediocre, and poor:
(Samples of student submissions showing varied levels of performance.)

5. Class test/quiz/mid-term test – copies of best, mediocre, and poor:
Representative answer scripts to demonstrate performance diversity in assessments.)

6. Copies of question papers/assessment tools:
(Examination and evaluation instruments used during the course.)

7. Rubrics for assessment:
(Criteria-based scoring guide used to evaluate student performance objectively.)

8. Course evaluation by the course teacher considering feedback from the students:
(Instructor's reflective assessment of the course incorporating student input.)

9. Feedback from the students on the course:
(Students' opinions and suggestions regarding the course content and delivery.)

10. Peer review: Done/Not done:
(Status of academic evaluation by fellow faculty members for quality assurance.)

11. Evaluation of attainment of CLOs:
(Analysis of how well students achieved the stated Course Learning Outcomes.)

12. Improvement plan for better attainment of CLOs:
(Strategy to enhance teaching and learning for improved CLO achievement.)

Institutional Quality Assurance Cell (IQAC)

Stamford University Bangladesh