

# Directorate of Quality Enhancement Cell Government College Women University Faisalabad



## Course Files Check List

The Course File (CF) is a fundamental component of the Academic Quality Assurance Framework (AQAF). It is required by the university to provide the information needed to ascertain the quality of courses. The instructor / coordinator of a course shall complete the CF according to the provided templates. The main items of the CF are as follows:

1. Academic Calendar
2. Time Table
3. Course Title and Short Course Description along with Recommended Books and Teacher's Office Hours for Students
4. Weekly Module-wise Course Detail
5. Course Specification
6. Daily Class Activities
7. Quiz / Assignments / Mid exam Copies and Their Solutions
8. Results of Quiz / Assignment / Mid exam.
9. Attendance Record
10. Any Other Material Distributed in the Class / Course Material
11. Copies of Answer sheets (Best, Good, Poor)
12. Sample Question Papers