|  |  |
| --- | --- |
| **Course Title:** |  |
| **Code:** |  |
| **Program:** |  |
| **Department:** |  |
| **Institution:** |  |
| **Academic Year:** |  |
| **Semester:** |  |
| **Course Coordinator:** |  |
| **Date:** |  |

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# A. Course Identification

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Instructor(s)** | **Location** | **Number of Sections** | **Number of Students** | | | | | |
| Starting the course | | | Completing the course | | |
| 1 |  |  |  | M | F | T | M | F | T |
| 2 |  |  |  |  |  |  |  |
| 3 |  |

# B. Course Delivery

## 1. Course Contact Hours (per semester)

| **No.** | **Activity** | **Planned** | **Actual** |
| --- | --- | --- | --- |
| 1 | **Lecture** |  |  |
| 2 | **Laboratory/Practical** |  |  |
| 3 | **Tutorial** |  |  |
| 4 | **Clinics** |  |  |
| 5 | **Others** (Specify) |  |  |
| **Total** | |  |  |

## 2. Topics not Covered

| **Topics** | **Reason**  **for Not Covering** | **Extent of their Impact on Learning Outcomes** | **Compensating Action\*** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*Compensating actions already taken or suggested

## 3. Teaching Strategies

| **Planned Teaching Strategies** | **Were They**  **Implemented?** | | **Difficulties/Challenges Experienced** (if any)  **in Implementation** | **Suggested Action** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 4. Activities/Assessment Methods

| **Activities/Planned Assessment Methods** | **Were They**  **Implemented?** | | **Difficulties Experienced** (if any) **in Implementation** | **Suggested Action** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 5. Verification of Credibility of Students’ Results

| **Method(s) of Verification** | **Conclusions** |
| --- | --- |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| 6. Recommendations |
|  |

# C. Student Results

## Distribution of Grades

|  | | **Grades** | | | | | | | | | **Status Distributions** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A+ | A | B+ | B | C+ | C | D+ | D | F | Denied Entry | In Progress | Incomplete | Pass | Fail | Withdrawn |
| **Number of Students** | **M** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **F** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Percentage** | **M** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **F** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **T** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

***Denied Entry:*** *Students registered into the course but not allowed to appear in exams due to disciplinary actions.*

***In-Complete:*** *Students who missed the regular exam/s and permitted to reappear in re-sit for compensatory marks.*

***In-Progress:*** *Students who appeared for all exams but their results are delayed due to technical reasons or disciplinary issues.*

***Withdrawn:*** *Students who registered into course but voluntarily withdrawn with formal procedures.*

|  |
| --- |
| 2. Comment on Student Results (including special factors (if any) affecting the results) |
|  |
| 3.Recommendations |
|  |

# D. Course Learning Outcomes

## 1. Course Learning Outcomes Assessment Results

| **Course learning Outcomes**  **(CLOs)** | | **PLOs Code** | **Assessment Methods** | **Target** | **Assessment Results** | | **New Target** | **Comment on**  **Assessment Results** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Direct** | **Indirect** |
| **1** | **Knowledge and Understanding:** | | | | | | | |
| 1.1 |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |
| 1... |  |  |  |  |  |  |  |  |
| **2** | **Skills:** | | | | | | | |
| 2.1 |  |  |  |  |  |  |  |  |
| 2.2 |  |  |  |  |  |  |  |  |
| 2.3 |  |  |  |  |  |  |  |  |
| 2... |  |  |  |  |  |  |  |  |
| **3** | **Values:** | | | | | | | |
| 3.1 |  |  |  |  |  |  |  |  |
| 3.2 |  |  |  |  |  |  |  |  |
| 3.3 |  |  |  |  |  |  |  |  |
| 3... |  |  |  |  |  |  |  |  |

|  |
| --- |
| 2. Recommendations |
|  |

# 

# E. Course Quality Evaluation

## 1. Students Evaluation of the Quality of the Course

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Survey:** | **Number of**  **Participants:** | | **Percentage of Participation:** |
| **Evaluation Result:** | | | |
| **Students Feedback** | | **Course Coordinator/Instructor Comments/Response** | |
| **Strengths:** | |  | |
| **Areas for improvement:** | |  | |
| **Suggestions for Improvement:** | |  | |

## 2. Other Evaluations

(e.g., Evaluations by faculty, Department Board, Peer reviewers, Curriculum Committee)

|  |  |
| --- | --- |
| **Evaluation method:** | **Date:** |
| **Evaluator(s) Comments** | **Course Coordinator/Instructor Comments/Response** |
| **Strengths:** |  |
| **Areas for improvement:** |  |
| **Suggestions for Improvement:** |  |

\* Add separate table for each evaluation

|  |
| --- |
| 3.Recommendations : |
|  |

# F. Difficulties and Challenges

| **Difficulties and Challenges** | **Consequences** | **Actions Taken** |
| --- | --- | --- |
| **Administrative Issues** | | |
|  |  |  |
|  |  |  |
|  |  |  |
| **Learning Resources** | | |
|  |  |  |
|  |  |  |
|  |  |  |
| **Facilities** | | |
|  |  |  |
|  |  |  |
|  |  |  |

# 

# G. Course Improvement Plan

## 1. Course Improvement Actions

| **Recommended Actions** | **Actions Taken** | **Results** | **Comments** |
| --- | --- | --- | --- |
| **a. Previous course Report Recommendations** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **b. Other Improvement Actions\*** | | | |
|  | |  |  |
|  | |  |  |
|  | |  |  |

\* (The developmental measures taken during teaching the course and not included in the development plan of it)

## 2. Action Plan for Next Semester/Year

| **Recommendations** | **Actions** | **Responsibility**  **For Implementation** | **Time** | | **Needed**  **Support** |
| --- | --- | --- | --- | --- | --- |
| Start | End |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# H. Specification Approval Data

|  |  |
| --- | --- |
| **Council / Committee** |  |
| **Reference No.** |  |
| **Date** |  |