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

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H. Specification Approval Data……………………………………………………………8

# 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| A+ | A | B+ | B | C+ | C | D+ | D | F | Denied Entry | In Progress | Incomplete | Pass | Fail | Withdrawn |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  |
| 1.
 |  |  |  |  |  |
| 1.
 |  |  |  |  |  |
| 1.
 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# H. Specification Approval Data

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