**Department of Civil Engineering**

**COURSE FOLDER CHECKLIST**

|  |  |  |
| --- | --- | --- |
| *Course Code* | *Semester* | *Section(s)* |
| *Course Title* |
| *Resource Person Name* |

Please place the following documents in this folder in the order given and sign below. *Use the check mark (🗸) for documents provided; the cross mark (×) for documents not provided; and NA (not applicable) for documents not relevant to the course.*

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Documents** | **Provided** |
| 1 | CLO-CQI Form (paste on the inside of the front cover of the folder) |  |
| 2 | Course Folder Checklist (this form) |  |
| 3 | Course Completion Certificate |  |
| 4 | Course Outline (signed by the CoD) |  |
| 5 | Time and Topic Sheet |  |
| 6 | CLO-PLO Attainment Sheet |  |
| 7 | PLO Attainment Sheet |  |
| 8 | Final Result |  |
| 9 | Class Attendance Record (of students) |  |
| 10 | **Final Exam** (Question Paper) |  |
| 11 | Best, average and worst student solutions of the **Final Exam** |  |
| 12 | **Mid-Term Exam** (Question Paper) |  |
| 13 | Best, average and worst student solutions of the **Mid-Term Exam**.  |  |
| 14 | Each **quiz/test** followed by its best, average and worst student solutions |  |
| 15 | Each **assignment, project etc.** its best, average and worst student solutions. |  |
| 16 | Other documents |  |

**Note: Students’ solutions must bear marks awarded.**

 **Resource Person’s Signature**