**Course File Management System**

**Office of Undergraduate Education & Accreditation**

Draft CFMS Form

* The form consists of 3 sections:

1. Initial Questions (Same for all Courses)
2. Course Files (Different for different Program Courses)
3. Instructor’s Reflection for the Course
4. ***Initial Questions***

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| --- | --- | --- | --- | --- |
| S. No. | **Title of the Field** | **Format**  **Required** | **Attachment**  **Required** | **Type of Field** |
| 1 | Instructors Name | [Text] | - | Auto Generated - connected with login |
| 2 | Instructors Program | [Text] | - | Auto Generated - connected with login |
| 3 | Term | [Text] | - | Text Fixed (Connected with PSCS) |
| 4 | Select Course\* | [Text] | - | drop down of the respective classes taught by the instructor.  (Example)   * EE – 101 T2 * EE – 452 T1 * XX - XXX   [Connected with PSCS] |
| 5 | Course Program\* | [Text] | - | drop down   * ECE * SDP * CH * C&D * CS * ISciM * Core   if Course Program selected = ECE, Open ECE Section,  if Course Program selected = CS, Open CS Section,  if Course Program selected = Core, CH, SDP or C&D, Open AHSS Section  if Course Program selected =ISciM, Open ISciM Section |

1. ***Course Specific Section***
2. **AHSS Section**

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| --- | --- | --- | --- | --- |
| S. No. | **Title of the Field** | **Format Required** | **Attachment Required** | **Type of Field** |
|  | Course Syllabus\* | - | Yes (Single) | PDF Attachment |
|  | Lecture Notes\* | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Copy of Assignment & Class Assessments | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All Assignment & Class Assessments\* |  | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample Graded assignments securing max, min and average marks\* | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Copy of all Quizzes & Exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All Quizzes & Exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample Graded Quizzes & Exams securing max, min and average marks | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Attendance\* | - | Yes (Single) | PDF Attachment |
|  | Complete Result\* | - | Yes (Single) | PDF Attachment |
|  | Student Evaluation\* | - | Yes (Single) | PDF Attachment |

1. **CS Section**

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| S. No. | **Title of the Field** | **Format Required** | **Attachment Required** | **Type of Field** |
|  | Course Type\* | [Text] | - | drop down   * CS Theory * CS Lab   if Course Program selected = CS Theory, Open Theory Section,  if Course Program selected = CS Lab, Open Lab Section |

**Theory**

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| --- | --- | --- | --- | --- |
| S. No. | **Title of the Field** | **Format Required** | **Attachment Required** | **Type of Field** |
|  | Course Syllabus\* | - | Yes (Single) | PDF Attachment |
|  | Course Objectives\* |  | Yes (Single) | PDF Attachment |
|  | Course Content\* | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Weekly Plan of Content of Lectures Delivered\* | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Attendance Record\* | - | Yes (Single) | PDF Attachment |
|  | Copy of Lecture Notes\* | - | Yes (Multiple) | PDF Attachment |
|  | List of Reference Material\* | - | Yes (Single) | PDF Attachment |
|  | Copy of Assignment & Class Assessments | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All Assignment & Class Assessment |  | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample Graded assignments securing max, min and average marks | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Copy of all Quizzes | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All Quizzes | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample Graded Quizzes securing max, min and average marks | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Copy of all midterm exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All mid-term exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample Mid-Term securing max, min and average marks |  | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Copy of all End Term exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All Final-term exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample End-Term securing max, min and average marks | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Marks distribution and grading Model\* | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Complete result of the course\* | - | Yes (Single) | PDF Attachment |
|  | Outcomes Assessment (OBE Analytics Report) \* | - | Yes (Single) | PDF Attachment |

**Lab**

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| S. No. | **Title of the Field** | **Format Required** | **Attachment Required** | **Type of Field** |
|  | Lab Syllabus\* | - | Yes (Single) | PDF Attachment |
|  | Lab Objectives\* |  | Yes (Single) | PDF Attachment |
|  | Lab Content\* | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Weekly Plan of Content of Labs Delivered\* | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Attendance Record\* | - | Yes (Single) | PDF Attachment |
|  | Copy of Material Given\* | - | Yes (Multiple) | PDF Attachment |
|  | List of Reference Material\* | - | Yes (Single) | PDF Attachment |
|  | Copy of Assignment & Class Assessments | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All Assignment & Lab Assessment |  | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample Graded assignments securing max, min and average marks | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Marks distribution and grading Model\* | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Complete result of the course\* | - | Yes (Single) | PDF Attachment |
|  | Outcomes Assessment (OBE Analytics Report)\* | - | Yes (Single) | PDF Attachment |
|  | Design Skills Technique\* | - | Yes (Single) | PDF Attachment |

1. **ECE Section**

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| S. No. | **Title of the Field** | **Format Required** | **Attachment Required** | **Type of Field** |
|  | Course Type\* | [Text] | - | drop down   * ECE Theory * ECE Lab   if Course Program selected = ECE, Open Theory Section,  if Course Program selected = ECE Lab, Open Lab Section |

**Theory**

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| S. No. | **Title of the Field** | **Format Required** | **Attachment Required** | **Type of Field** |
|  | Course Syllabus\* | - | Yes (Single) | PDF Attachment |
|  | OBE Report\* |  | Yes (Single) | PDF Attachment |
|  | Attendance Record\* | - | Yes (Single) | PDF Attachment |
|  | Copy of Lecture Notes\* | - | Yes (Multiple) | PDF Attachment |
|  | Copy of Assignment & Class Assessments | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All Assignment & Class Assessment |  | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample Graded assignments securing max, min and average marks | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Copy of all Quizzes | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All Quizzes | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample Graded Quizzes securing max, min and average marks | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Copy of all midterm exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All mid-term exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample Mid-Term securing max, min and average marks |  | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Copy of all End Term exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All Final-term exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample End-Term securing max, min and average marks | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Complete result of the course\* | - | Yes (Single) | PDF Attachment |
|  | CQI\* | - | Yes (Single) | PDF Attachment |
|  | Recommendations\* | [Text] | - | Text Box |

**Lab**

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| S. No. | **Title of the Field** | **Format Required** | **Attachment Required** | **Type of Field** |
|  | Lab Outline\* | - | Yes (Single) | PDF Attachment |
|  | OBE Report\* |  | Yes (Single) | PDF Attachment |
|  | Attendance Record\* | - | Yes (Single) | PDF Attachment |
|  | Lab Manuals\* | - | Yes (Multiple) | PDF Attachment |
|  | Lab Samples\* | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Copy of all Lab Mid Term Exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All Lab Mid Term Exam | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample Graded All Lab Mid-Term securing max, min and average marks | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Copy of all midterm exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All mid-term exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample Mid-Term securing max, min and average marks |  | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Copy of all End Term exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All Final-term exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample End-Term securing max, min and average marks | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Complete result of the course\* | - | Yes (Single) | PDF Attachment |
|  | CQI\* | - | Yes (Single) | PDF Attachment |
|  | Recommendations\* | [Text] | - | Text Box |

1. **ISciM Section**

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| S. No. | **Title of the Field** | **Format Required** | **Attachment Required** | **Type of Field** |
|  | Course Syllabus\* | - | Yes (Single) | PDF Attachment |
|  | OBE Report\* |  | Yes (Single) | PDF Attachment |
|  | Attendance Record\* | - | Yes (Single) | PDF Attachment |
|  | Copy of Lecture Notes\* | - | Yes (Multiple) | PDF Attachment |
|  | Copy of Assignment & Class Assessments | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All Assignment & Class Assessment |  | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample Graded assignments securing max, min and average marks | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Copy of all Quizzes | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All Quizzes | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample Graded Quizzes securing max, min and average marks | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Copy of all midterm exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All mid-term exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample Mid-Term securing max, min and average marks |  | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Copy of all End Term exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Model Solution of All Final-term exams | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Three Sample End-Term securing max, min and average marks | - | Yes (Multiple) | PDF Attachment (as many as they want) |
|  | Complete result of the course\* | - | Yes (Single) | PDF Attachment |
|  | CQI\* | - | Yes (Single) | PDF Attachment |
|  | Recommendations\* | [Text] | - | Text Box |

1. ***Instructor’s Reflection***

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| S. No. | **Title of the Field** | **Format Required** | **Attachment Required** | **Type of Field** |
| 1 | What are the CLOs of the course? | [Text] | - | Text Box |
| 2 | *On a scale of 1-10, with 10 being the highest ranking, how well did the curriculum fulfill CLOs?* | [Text] | - | Text Box |
| 3 | Are there any changes to the curriculum that you would suggest in view of the CLOs? | [Text] | - | Text Box |
| 4 | Is the curriculum relevant in view of any scholarly or pedagogical changes in the field? Are there any changes that you would suggest? | [Text] | - | Text Box |
| 5 | What does the class usually look like e.g., lecture, seminar, group discussions? | [Text] | - | Text Box |
| 6 | How effective has this been in aiding student understanding of the curriculum and their performance in tasks assigned to them? (Do not want to include a scale here) | [Text] | - | Text Box |
| 7 | Did you use any university resources e.g., library or IT, during this iteration? (Again, no scale here) | [Text] | - | Text Box |
| 8 | Are there any improvements or changes you would suggest to these resources? | [Text] | - | Text Box |
| 9 | How did the timeline of assignments ensure effective feedback? | [Text] | - | Text Box |
| 10 | What feedback methods did you use to ensure effective feedback? | [Text] | - | Text Box |
| 11 | Please comment on OIR data regarding the timeliness of the feedback? | [Text] | - | Text Box |
| 12 | Please describe the course’s contribution to the public intellectual life at Habib University (if any) | [Text] | - | Text Box |
| 13 | How is student learning assessed? (Some kind of mapping) | [Text] | - | Text Box |
| 14 | How did the classroom setting encourage collaborative thinking in students? | [Text] | - | Text Box |