**Checklist (Theory)**

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| **Documents included in Course file** | **Source** |
| 1. Course Objectives | Course Profile |
| 1. Course Contents | Course Profile |
| 1. Weekly plan of contents of lectures delivered | Course Plan |
| 1. Attendance Record | NED Portal -> Teachers Facility |
| 1. Copy of lecture notes | Instructor |
| 1. List of Reference Material | Instructor |
| 1. Copy of assignments, quizzes, midterms and final examinations | Instructor |
| 1. Model solutions of all assessments tests given in (g) above | Instructor |
| 1. Three sample graded assignments, quizzes, midterms and final examination securing max, min and average marks | Instructor |
| 1. Marks distribution and Grading Model | University Grading Scheme + Sessional Distribution (from Course Plan) |
| 1. Complete result of the course | NED Exam Portal,  CLO-wise marks (sessional and final) |
| 1. Outcomes Assessment | **\*** |
| 1. Detail of technology involved | Instructor |
| 1. Design skills/techniques practiced | Instructor |
| 1. Complete analysis of effectiveness of course and level of skills ensured | Instructor |

\* **Batches 2019 and 2020:** A summary generated by the course instructor.

**Batch 2021 and onwards:** CLO Report from OBE Portal.