



Quality Enhancement Cell (NUML / HEC)
Islamabad

Proforma 2: Faculty Course Review Report

(To be filled by each teacher at the time of Course Completion)

For completion by the course instructor and transmission to Head of Department or his/her nominee (Dept. Quality Officer) together with copies of the Course Syllabus outline

Department:		Faculty:			
Course Code:		Title:			
Session:		Semester:	Autumn <input type="checkbox"/>	Spring <input type="checkbox"/>	Summer <input type="checkbox"/>
Credit Value:		Level:		Prerequisites:	
Name of Course		No of Students	Lectures	Other (Please State)	
Instructor:		Contact Hours	Seminars		
Assessment Methods: give precise details (no & length of assignments, exams, weightings etc)					

Distribution of Grades/Marks and other Outcomes: (adopt the grading system as required)

Undergraduate	Originally Registered	A1	A2	A3	B1	B2	B3	C1	C2	D	F	Withdrawal	Total
No of Students													
Post-Graduate	Originally Registered	A1	A2	A3	B1	B2	B3	C1	C2	F	Withdrawal	Total	

Overview/Evaluation (Course Co-coordinator's Comments)

Feedback: first summarize, then comment on feedback received from:

1) Student (Course Evaluation) Questionnaires

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2) External Examiners or Moderators (if any)

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3) Student / Staff Consultative Committee (SSCC) or equivalent, (if any)

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4) Curriculum: comment on the continuing appropriateness of the Course curriculum in relation to the intended learning outcomes (course objectives) and its compliance with the HEC Approved / Revised National Curriculum Guidelines.

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5) Assessment: comment on the continuing effectiveness of method(s) of assessment in relation to the intended learning outcomes (Course objectives)

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6) Enhancement : comment on the implementation of changes proposed in earlier Faculty Course Review Reports

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7) Outline any changes in the future delivery or structure of the Course that this semester/term's experience may prompt

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Name: _____ (Course Instructor) _____ (Signature) Date: _____

Name: _____ (Head of Department) _____ (Signature) Date: _____

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