DOCUMENTS TO BE INCLUDED IN COURSE DOSSIER FOR A PARTICULAR ACADEMIC YEAR

- Student list

- Syllabus, Course team minutes

- Activity schedule

- Tutor marked assignments with model answers (if any)

- Samples of student's answer script of Tutor marked assignments (if any)

- CAT 1, CAT 2 internal moderator's comments

- CAT 1, CAT 2 papers with model answers

- Samples of student's answer scripts of CAT 1 and 2

- Case study, Mini project with guidelines, Field visit report guidelines or any other activities given to students with evidence

- Lab sheets and sample of student's lab reports

- Attendance lists of students

- CA marks with eligibility

- Final exam paper with marking scheme with few samples

- Final Exam moderator's form

- Any information/letters relevant to the course

- Reports of Student feed back

- Any actions taken to address the students' comments