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USJ/FHSS/QAC/005 – Version 1

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**Lecture Recording Form**

**Quality Assurance Cell**

**Faculty of Humanities and Social Sciences**

**University of Sri Jayewardenepura**

**COURSE UNIT SUMMARY DOCUMENT**

Department:

Course code and Name:

Check List

1. Course Specification
2. Lecture Recording Form
3. Tutorial/ Practical Recording Form
4. Attendance Sheets
5. Student Feedback Forms and analysis report
6. Peer Review Form
7. Exam Paper and Marking Scheme

**LECTURE RECORDING FORM**

Course Code and Name:

Medium:

Day: Time: Venue:

Name of the Lecturer:

Department:

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| Date | Time | Sub Topics | Signature |
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Number of Lecture Hours :

Number of Practical Hours :

Number of Field Activity Hours:

Number of Tutorial Hours:

EVALUATION METHOD

Assignment: 10%/ 20%

Topic:

Due Date:

Presentation/ Debate: 10%/ 20%

Topic:

Date:

Mid semester exam: 10%/ 20%

Venue:

Date:

Practical exam/ Spot test: 10%/ 20%

Venue:

Date:

Written Exam: 60%

 Multiple Choice Questions/ Structured type questions/ Essay type questions

FIELD VISIT/ INDUSTRIAL VISIT/ STUDY TOUR/ PRACTICAL SESSION

 Place/s:

 Date/s:

 Number of students participated:

**TUTORIAL/ PRACTICAL RECORDING FORM**

Course Code and Name:

Medium:

Day: Time: Venue:

Name of the Instructor/ Assistant Lecturer/ Demonstrator:

Department:

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| --- | --- | --- | --- |
| Date | Time | Sub Topics | Signature |
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