

GD Link

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**SENARAI SEMAK DOKUMEN PENGAJARAN & PEMBELAJARAN (PdP)**

***TEACHING & LEARNING DOCUMENT CHECKLIST***

|  |  |  |  |
| --- | --- | --- | --- |
| Semester |  | Kod kursus / *Course Code* |  |
| Nama Pensyarah / *Lecturer’s Name* |  | Kursus / *Course* |  |
| NOTA / *NOTE*:* Bukti\* dokumen merupakan salinan lembut yang dimuatnaik dalam Google Drive atau medium lain untuk rujukan audit ISO, audit akademik dan lain-lain.

*Proof\* of document is a soft copy that uploaded into Google Drive or other medium for reference of ISO audits, academic audits and others.* |

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| **BIL.*****No.*** | **DOKUMEN*****DOCUMENTS*** | **BUKTI\*** ***PROOF\**** |
|  | Takwim Akademik *Academic Calendar* |  |
|  | Senarai Beban Tugas *List of Workload* |  |
|  | Jadual Kuliah Individu  *Individual Lecture Timetable* |  |
|  | Pro Forma Kursus *Course Pro Forma* |  |
|  | Arahan Tugasan Pelajar berserta Rubrik *Student Assignment Instruction with Rubric* |  |
|  | Rekod Penghantaran Tugasan Pelajar *Record of Student Assignment Submission* |  |
|  | Contoh Tugasan Pelajar/ Laporan Amali Pelajar yang telah Disemak bagi Setiap Satu Tahap (Tinggi, Sederhana & Rendah)*Example of Student Assignment / Student Practical Report with Marking for Each Level (High, Average & Low)* |  |
|  | Senarai Kehadiran Kuliah (Pelbagai Kaedah Diterima) *List of Lecture Attendance (Any Platform is Accepted)* |  |
|  | Rekod Ketidakhadiran Pelajar (Sijil Sakit, Surat Pengecualian Kuliah dll.)*Student Absent Record (MC, Exemption Letter for Not Attending Lecture, etc.)* |  |
|  | Laporan Pemantauan Minggu Ke-8 Kecuali LM, LI, Projek Tahun Akhir, Tesis, & Disertasi*Week-8 Monitoring Report Except for LM, LI, Final Year Project, Thesis, & Dissertation* |  |
|  | Markah Kerja Kursus *Coursework Mark* |  |
|  | Sampel Nota Kuliah *Lecture Notes Sample* |  |
|  | Penilaian Pembelajaran *Learning Evaluation* |  |
|  | Surat Peringatan atau Amaran (Jika Ada) *Reminder or Warning Letter (If Available)* |  |
|  | Rekod Ganti Kuliah atau Perubahan Waktu Kuliah (Jika Ada)*Lecture Replacement Record or Change in Lecture Timetable (If Available)* |  |
|  | Soalan dan Skema untuk Kuiz atau Ujian (Bagi Kursus yang mempunyai Kuiz dan Ujian) *Question and Scheme for Quiz or Test (For Courses that have Quizzes and Tests)* |  |