

SENARAI SEMAK DOKUMEN PENGAJARAN DAN PEMBELAJARAN BAGI FAIL PDP
TEACHING AND LEARNING CHECKLIST DOCUMENTS

Semester : _____
 Kod Kursus/ Course Code : _____
 Kursus/ Course : _____
 Pensyarah/ Lecturer : _____

BIL. / NO.	DOKUMEN / DOCUMENT	MANUAL	IMS
1.	Takwim Akademik / <i>Academic Calendar</i>	√	MySIS
2.	Senarai Beban Tugas / <i>List of Workload</i>	√	MySIS
3.	Jadual Individu / <i>Individual Timetable</i>	√	MySIS
4.	Pro Forma Kursus / <i>Course Pro Forma</i> Rancangan Instruksional / <i>Instructional Plan</i> (untuk semester 172 sahaja / <i>for semester 172 only</i>)	√	MyGuru
5.	Arahan Tugas Pelajar / <i>Instruction for Student Assignment</i>	√	MyGuru
6.	Rekod Penerimaan Tugas Pelajar / <i>Record of Student Assignment Acceptance</i>	√	MyGuru
7.	Contoh Tugas Pelajar / Laporan Amali Pelajar, dll. (Baik, Sederhana, Lemah) <i>Example of Student Assignment / Student Practical Report, etc. (Good, Satisfactory, Poor)</i>	√	MyGuru (where applicable)
8.	Senarai Kehadiran Kuliah / <i>List of Lecture Attendance</i>	√	MyUPSI Portal (where applicable)
9.	Sijil Cuti Sakit / <i>Medical Certificate</i> Surat Pengecualian Kehadiran Kuliah / <i>Exemption Letter for Not Attending Lecture</i> Surat Tunjuk Sebab / <i>Show Cause Letter</i>	√	
10.	Surat Peringatan atau Amaran / <i>Reminder or Warning Letter</i>	√	MyUPSI Portal (where applicable)
11.	Laporan Pemantauan Minggu ke-8 / <i>Week-8 Monitoring Report</i>	√	MyGuru
12.	Rekod Ganti Kuliah atau Perubahan Waktu Kuliah / <i>Lecture Replacement Record or Change in Lecture Timetable</i>	√	MyUPSI Portal
13.	Markah Kerja Kursus / <i>Coursework Mark</i>		MySIS
14.	Soalan dan Skema untuk Kuiz atau Ujian / <i>Question and Scheme for Quiz or Test</i>	√	
15.	Nota Kuliah / <i>Lecture Notes</i>	√	MyGuru
16.	Penilaian Pembelajaran / <i>Learning Evaluation</i>	√	MyGuru

Nota / Note:

Dokumen secara manual diperlukan bagi mengelakkan kesukaran capaian ketika proses audit berlangsung.
Manual documents are required to avoid difficulty to access them during audit process.