



# ALLAMA IQBAL OPEN UNIVERSITY

(Directorate of Academic Planning & Course Production)

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## CHECK LIST/CERTIFICATE FROM COURSE COORDINATOR

1. Title of the Course \_\_\_\_\_
2. Code No \_\_\_\_\_
3. Level \_\_\_\_\_
4. No. of units \_\_\_\_\_
5. No. of pages \_\_\_\_\_
6. No. of illustrations \_\_\_\_\_

Certified that the course mentioned above has been completed in respect to the following:

1. List of the course team
2. Objective of the units
3. Content list of the course
4. Content list of the units
5. Heading and sub-headings
6. Numbers of all headings and sub-headings
7. Student learning activities
8. Self assessment questions (at least 50% of them are objective type)
9. Answers to all the Self assessment questions at the end of each units
10. Necessary foot notes/explanations
11. Glossary
12. Bibliography
13. All the units have been checked/revised for their sequential/logical order
14. Language of all units is simple and according to the level of the course
15. Illustrations are properly labeled/numbered and well connected with the text
16. Two typed copies of the manuscript are enclosed and all the typographical mistakes have been corrected
17. The certificate by the committee of courses and reviewers of the course are attached

All the above mentioned requirements have been checked and forwarded for necessary action, please.

Signature \_\_\_\_\_

Name of the Course Coordinator \_\_\_\_\_

Chairman, \_\_\_\_\_

Dean, Faculty of \_\_\_\_\_



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## CHECK LIST/CERTIFICATE FOR CHAIRMAN COURSE TEAM

1. Title of the Course \_\_\_\_\_
2. Level \_\_\_\_\_ Credit \_\_\_\_\_
3. No. of Units \_\_\_\_\_
4. No. of Pages \_\_\_\_\_ Book No. \_\_\_\_\_
5. No. of illustrations \_\_\_\_\_
6. No. of Radio/TV/Non-broadcasting programmes \_\_\_\_\_  
Suggested by the course team
7. Name of the course \_\_\_\_\_  
Development Coordinator
8. Course out line have been recommended by the Committee of Courses on \_\_\_\_\_  
Meeting No. \_\_\_\_\_
9. Recommended by the Faculty Board on \_\_\_\_\_ Meeting No. \_\_\_\_\_
10. Approval by the Academic Council on \_\_\_\_\_ Meeting No. \_\_\_\_\_
11. Proposed date of launching \_\_\_\_\_

Certified that the course mentioned above have been discussed/checked in Course Team meeting in respect of the following:

1. Course Contents in the light of the recommendation made by the committee of Courses.
2. Content of each Unit.
3. Students learning activities.
4. Self Assessment Questions.
5. No. of Radio/TV/Non-broadcasting programmes.
6. Language of the course according to level.
7. Illustrations are connection with text.
8. Glossary.
9. Bibliography
10. Script of Radio/TV/Non-broadcast programmes.
11. Assignments.
12. Students allied material.
13. Tutor material.

All the above mentioned have been checked and forwarded for necessary action.

Dated:- \_\_\_\_\_

\_\_\_\_\_  
Chairman Course Team

The above course along with check list is forwarded for approval & further process.

\_\_\_\_\_  
Chairman Department of

\_\_\_\_\_  
Dean, Faculty of

\_\_\_\_\_  
Director, Directorate of AP&CP