**Department of Civil Engineering**

Faculty of Engineering

Daffodil International University

**Course File Checklist**

**Semester:** Spring - 2025

**Course Details:**

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| Course Code: | **CE 402** |
| Course Title: | **Industrial Training**  |
| Batch and Section: |  |
| Credit: | **1.5** |
| Prerequisite: | **N/A** |

**Contents:**

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| Task 1: Signed Course Allocation Letter | ☐ |
| Task 2: Course profile/detailed course outline | ☐ |
| Task 3: CO-PO Attainment file (Excel File) | ☐ |
| Task 4: Submitted Grade sheet with received signature by Exam section | ☐ |
| Task 5: Printed Attendance Copy (from attendance system) | ☐ |
| Task 6: Feedback from students | ☐ |
| Task 7: Feedback from Course Instructor for CQI (Course Review Report) | ☐ |
| Task 8: Detail marksheet as per rubrics (Industrial training report- 3 representative responses, Industrial training performance evaluated by Course teacher - 3 representative responses, Industrial training performance evaluated by field supervisor - 3 representative responses, Final Presentation - 3 representative responses) | ☐ |
| Task 9: Industrial Training Reports and Rubrics for all assessments. (preserve in the respective lab) | ☐ |
| Task 10: Photocopies of Lab Reports (one excellent, one good & one marginal, including cover page, self-assessment for mapping and field log book) | ☐ |
| Task 11: Upload Course file, CRR, and CO-PO assessment (Grade sheet) in the designated Google Drive folders | ☐ |

**Course Instructor’s name:**

**Signature:**