

FIRST CITY UNIVERSITY COLLEGE FLOW CHART TEACHING PLAN & COURSE MATERIALS	Document No	FC8.4.1
	Revision No	00
	Effective Date	14.09.2026
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Process	Description	Timeline	PIC	Record / Reference
<pre> graph TD Start([Start]) --> Step1[Confirm courses offered] Step1 --> Step2[Set up courses in e-Learning Portal] Step2 --> Step3[Prepare Teaching Plan] Step3 --> Step4[Upload Teaching Plan and Course Materials] Step4 --> Step5[Check Completeness of Uploads] Step5 --> Step6[Teaching Plan and Course Materials are available] Step6 --> End([End]) </pre>	1. DOF/HOC shall confirm the courses to be offered for the following academic session.	Week 13 of the semester	DOF/HOC	QF 8.4.1 Teaching Plan
	2. PC shall set up the courses for the respective programmes in the FCUC e-Learning Portal.	Week 14 of the semester	PCs	FCUC e-Learning Portal
	3. Lecturers shall prepare the Teaching Plan using QF 8.4.1 Teaching Plan for each assigned course.	After course setup	Lecturers	QF 8.4.1 Teaching Plan
	4. Lecturers shall upload the Teaching Plan and Course Materials, including timetable, to the FCUC e-Learning Portal.	1 week before commencement of new academic session	Lecturers	QF 8.4.1 Teaching Plan / FCUC e-Learning Portal
	5. PCs shall check to ensure that the Teaching Plan and Course Materials for all courses offered are uploaded to the FCUC e-Learning Portal.	Within 2 working days before commencement of new academic session	PCs	FCUC e-Learning Portal
	6. Teaching Plan and Course Materials for all courses are uploaded and verified.	Before commence of new academic session	PCs, Lecturer	FCUC e-Learning Portal