

FIRST CITY UNIVERSITY COLLEGE FLOW CHART TEACHING FILE FLOW CHART	Document No	FC 8.5.1
	Revision No	00
	Effective Date	01.10.2026
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Process	Description	Timeline	PIC	Record / Reference
<pre> graph TD Start([Start]) --> Step1[1] Create Faculty-OneDrive Folder Step1 --> Step2[2] Prepare and Update Teaching File Step2 --> Step3[3] Upload and Review Teaching File Step3 --> Step4[4] DOF/HOC Review and Confirmation Step4 --> End([End]) </pre>	1. DOF/HOC shall create the Faculty-OneDrive folder by programme for the Teaching Files of all courses offered in the semester.	Before / at the beginning of the semester	DOF/HOC	Faculty OneDrive for Teaching File Folder
	2. Teaching staff shall prepare and update the Teaching File weekly for each assigned course throughout the semester.	Weekly throughout the semester	Teaching Staff	QF 8.5.1 Teaching File Checklist
	3. Teaching staff shall upload the complete set of Teaching Files to the Faculty-OneDrive folder after the respective Examinations Board Meeting. PC shall review the Teaching Files for each course within one (1) week after the Examinations Board Meeting.	After Examinations Board Meeting; PC review within 1 week	Teaching Staff / PC	Faculty OneDrive for Teaching File Folder, QF 8.5.2 PC Teaching File Checklist
	4. DOF/HOC shall review and confirm the complete sets of Teaching Files for each programme offered in the semester.	Within 2 weeks after the Examinations Board Meetings	DOF/HOC	Faculty OneDrive for Teaching File Folder, QF 8.5.3 DOF/HOC Teaching File Checklist