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| 云南工商学院教学临时档案存档内容一览表

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| **类别** | **序号** | **内容** | **存档要求** | **存档单位** |
| 教学运行 | 1 | 培养计划内课程调整审核表 | 按课程 | 教务处 各分院 |
| 2 | 教学大纲 | 按课程 | 各分院 |
| 3 | 课程简介 | 按课程 | 各分院 |
| 4 | 教学进度表和教学参考书 | 按任课教师 | 各分院 |
| 5 | 课表 | 按课程 | 院系 |
| 6 | 执行计划 | 按一专、二专、通选课 | 教务处、各分院 |
| 7 | 任课教师担任表 | 按学期 | 各分院、教务处 |
| 8 | 教师担任职称分布情况表 | 按院系、学期 | 各分院、教务处 |
| 考试 | 9 | 考试调整申请表 | 按课程 | 考试中心、各分院 |
| 10 | 教师登记学生成绩单 | 一份，按课程 | 考试中心、各分院 |
| 11 | 成绩统计与试卷分析表 | 一份，按课程 | 考试中心、各分院 |
| 12 | 批改过的学生考试卷（注） | 全部，按课程 | 考试中心、各分院 |
| 13 | 进行学习过程考核的有关原始材料，如：各种考核方式的标准、教师的教学日记、学生提交的材料、原始记录等等 | 面试考核：评分标准；大作业、课程设计、实验等：提交相关文档及评分标准 | 各分院、考试中心 |
| 14 | 特殊情况考核方案 | 如有未按正常考核方案考核学生的情况，须提交经审批过的方案 | 各分院、考试中心 |
| 15 | 课程考试命题审批表 | 一份，按课程 | 各分院、考试中心 |
| 16 | 试题、标准答案或评分参考标准 | 一份，按课程 | 各分院、考试中心 |
| 学籍管理 | 17 | 各类学籍异动审批表 | 按异动时间、异动类型 | 教务处 |
| 18 | 新生名册 |  | 教务处 |
| 19 | 交流交换学生（出）审批表 | 按交换项目、时间 | 各分院、教务处 |
| 20 | 交流交换学生（入）申请材料 | 按交流项目、时间 | 教务处 |
| 21 | 交流交换成绩单和学分转换表 | 按交流项目、时间 | 教务处 |
| 实践教学 | 22 | 实验教学计划表 |  | 各分院、实验实训中心 |
| 23 | 实验教学完成表 |  | 各分院、实验实训中心 |
| 24 | 学生实验报告（典型） |  | 各分院、实验实训中心 |
| 25 | 院系毕业论文（设计）选题汇总表 |  | 教务处、各分院 |
| 26 | 院系毕业论文（设计）工作总结 |  | 教务处、各分院 |
| 27 | 学生毕业论文（设计）、评语等 |  | 各分院 |
| 28 | 学生实习报告 |  | 各分院、教务处 |
| 29 | PRP项目汇总表 |  | 教务处、各分院 |
| 30 | PRP学生研究论文、评语等 |  | 各分院 |
| 31 | PRP项目验收报告 |  | 各分院 |
| 32 | 各专业实习计划及工作总结 |  | 各分院 |
| 期中教学检查 | 33 | 师生座谈会记录单 |  | 各分院、质量监控中心 |
| 34 | 其中教学检查报告 |  | 各分院、教务处 |
| 35 | 听课记录单 |  | 各分院 |
| 36 | 各类调查表 |  | 各分院 |

\*临时存档期一般为四至六年。 |