

Aide Memoire of the **2nd Meeting of SCDMC** held on Thursday, July 13, 2017 in DOAA office

Members Present: S K Chaudhury (ME), A K Sharma(HSS), G. Santhanam(MTH), Md. Furquan, Abhibhav Garg (in place of Partha Sharma), Y N Mohapatra (PHY)

1. 'First Course Sheet' and 'Digital Course File' :

- a) A Thumbnail proposal for making 'First Course Sheet' a standard norm for all courses was discussed and agreed upon.

Examples of the First Course Sheet for various courses is to be uploaded at the SCDM website.

It was suggested that the objectives and outcome and possible further courses upstream should be mentioned in the First Course Sheet.

- b) 'Digital Course File' is to be maintained by SCDMC in co-operation with the Departments.

This will have folders for each course Department wise containing pdf files for

- i) Approved Course Content SUGC/SPGC/ARC
- ii) First Course Sheet circulated by the Instructor
- iii) Any changes in Course Policies announced in the First Course Sheet (to be dynamically updated during the course)
- iv) Copies of all Question papers of Quizzes, Examinations
- v) Summary End-of-Semester Feedback from Instructor(s) & Tutors
(Forms to be prepared regarding Content, Conduct, Evaluation & Performance)
- vi) Summary only of Performance of students grades (branch/Deptt. wise)
- vii) Summary only of students feedback to the course

The proposed digital course file will have different level of access authorization. For the courses on the current semester, the first three items will be public. The files for past semesters and items iv) to vii) above can be accessed by SCDMC and HoD/DPGC/DUGC, any empowered committee on a need to know basis.

YNM will prepare a draft proposal for the Senate and circulate among members.

SCDMC can request DOAA to possibly send an advisory about First Course Sheet this semester itself.

2. Modification of Student Course Feedback Form:

Due to lack of time, only general principles and observations of members regarding the proposed form was discussed.

- i) It is unnatural to force most questions in the form of binary response.
- ii) For some questions, a numerical scale can be relevant.
- iii) Feedback about the instructor will be out of purview of this form as proposed.
- iv) Most members favoured a single form which should be simpler in design and length.
- v) The off-line use of form should continue with the option of on-line filling, if so desired by the instructor as present. There was a feeling that students are not motivated to fill forms online specially during the last week of the semester.
- vi) The student members were requested to use all avenues available to them to emphasize that the feedback is going to be taken seriously for effecting changes as evidenced from the creation of a new Senate Committee for the purpose.

3. **Possibility of Introducing a mechanism for providing anonymous early (three weeks into the semester Feedback** to Instructors was also discussed. It could take form of online response to an online /mobile AP, or even a physical box for feedback.
4. **SCDMC will launch its website and will prepare the back-end required for hosting proposed Digital Course Files.**
5. The meeting ended by deciding to meet next on **Thursday, July 20 at 4:00PM** in QIP Conference Room.

Please suggest modifications, or additions if I have missed anything.

-ynm

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

STUDENT EVALUATION OF COURSE AND INSTRUCTION FOR ALL COURSES

Dear Student : Please respond to each statement. Your independent and well considered response will contribute to the Institute's ongoing efforts to improve the curriculum. Your response will remain confidential. The forms will be sent only to the instructor only after the semester has ended. Use the following five point scale and blacken the circle which represents your opinion. If a statement is not applicable, blacken the circle 'NA'.

Not Applicable	Not at All	< Average	= Average	> Average	Very Good
NA	0	1	2	3	4

IF SOME OF THE COMMENTS ARE NOT APPLICABLE TO THE COURSE, i.e. COMMENTS ON LABORATORY WORK IN MATHEMATICS COURSE, THEN THE CORRESPONDING SPACES SHOULD BE LEFT BLANK.

Number of Classes you missed :	Nil	0-5	6-10	11-15	16-20
Number of Tutorial you missed :	Nil	0-5	6-10	11-15	16-20

Academic Year : 20____ Semester : 1 / 2 or Summer

Course Title : _____ Course Number :

Any suggestion regarding course contents:

1		A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	Instructor Code <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
2		A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	
3		A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	
4		A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	
5		0 1 2 3 4 5 6 7 8 9	
6		0 1 2 3 4 5 6 7 8 9	
7		0 1 2 3 4 5 6 7 8 9	
8		A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	

Name of the Instructor : _____

What are the strengths and weakness of the instructor?

Course Number : 	Tutor Code <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> 0 1 2 3 4 5 6 7 8 9 </div> <div style="border: 1px solid black; padding: 5px;"> 0 1 2 3 4 5 6 7 8 9 </div> </div>	Lab. Instr. Code <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> 0 1 2 3 4 5 6 7 8 9 </div> <div style="border: 1px solid black; padding: 5px;"> 0 1 2 3 4 5 6 7 8 9 </div> </div>
Name of the Tutor : _____ Any constructive suggestions for improving the tutorials? Please do not comment if a course has only discussion hour. <div style="border: 1px solid black; height: 50px; width: 100%;"></div>		
Name of the Laboratory Instructor : _____ Any constructive suggestions for improving the tutorials / experiments? <div style="border: 1px solid black; height: 50px; width: 100%;"></div>		

1. Course policies related to evaluation, grading and attendance were clearly specified at the beginning of the semester.	YES O	NO O	
2. Course related text books/reference material were easily available.	YES O	NO O	
3. Graded assignments/ quizzes/exams were returned to the students.	Yes, on time O	Yes, but delayed O	No O
4. Assignments/Quizzes/ exams were helpful and related to the course material covered in class.	Yes O	Mostly O	Sometimes O
5. How many classes were rescheduled?	0 - 2 O	2-5 O	5-10 O
6. All the allotted lectures were held and full time was utilized by the instructor.	>90% O	>75% O	>50% O
7. Sequence of topics was logical.	YES O	NO O	
8. Each topic was given the time it deserved.	YES O	Mostly O	No O
9. The total no. of study hours spent including lectures/tutorials/labs and self-study per week were equal to no. of course credits.	Most of the times O	Sometimes O	Rarely O
10. The organization of the course material was announced and followed.	YES O	NO O	
11. The instructor was available and approachable.	Always O	Mostly O	Rarely O
12. How do you rate the presentation style of the instructor including board work/ PPT slides etc.? This is teacher's evaluation and may be recorded if we are to avoid teacher's evaluation	Excellent O	Good O	Average O
13. The criterion for evaluation of lab performance was announced and followed.	Announced and followed O	Announced but not followed O	Not announced O
14. Are you satisfied with the policy for lab evaluation.	YES O	NO O	
15.			

Formatted: Indent: Before: 0.5 cm

Commented [AKS1]: Does it happen that assignments are not related to course?

Commented [AKS2]: Divide into two questions

