Aide de Memoire : DRAFT

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 Couse 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 digitall 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 o 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 <u>Thursday, July 20 at 4:00PM</u> in QIP Conference Room.

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

-ynm

EVALUATION SHEET Don't Use Red / Green Pen

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	<u>XT - I COURSE</u>	NA	0	Maria	2	3	4	
s.Iko T.	. Detail Amount of material covered in this course was just right		0	0	0	0		
-	copies were povered in a logical sequence		0			$\left \right _{O}$	0	
1	Pace of instruction was even		$\overline{)}$		$\overline{0}$	$\frac{1}{0}$	$\overline{\circ}$	
	Assignments helped better understand the course material					+	0	
E.	Fext / reference material was easily available					$\frac{1}{10}$		
					0			
i.	Exams truly reflected the grasp of course material			1			1	
	Lectures were useful		0	0		0	0	
8,	Experiments were meaningful		0		0	0		
9.	Equipments available in the laboratory were functioning		0		0	0		
PAR	T - II INSTRUCTION Instructor							
Ð,	Course objectives were fulfilled	0	0	0	0	0	0	
	Hundamental principles were well emphasized	0	0	0	0	0	0	
-	Board work was of good quality	0	0	0	0	$\left[\begin{array}{c} 0 \end{array} \right]$	0	
13.	The presentation of lecture material was well organized	0	0	0	0	0	0	
L.	The questions raised in the class were satisfactorily answered	0	0	0	0	0	l O	
15.	The grading was consistent	0	0	0	0	0		
16.	All the aflotted loctures were held	0	0	0	0	0	0	
7	Visual ands were useful	0	0	0	0	0	0	
ç: Lette	Computer assisted visual aids were useful	0	0	0	0	0	\bigcirc	
s)	Overall the instruction was effective	0	0	0	0	0	0	
10.	The instructor taught well	0	0	0	0	0	0	
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<u>rui</u> ::.	<u>ORIAL</u> (Skip this Section, if the course did not have Questions were encouraged			\bigcirc	r is not	$\begin{bmatrix} tutoria \\ \bigcirc \end{bmatrix}$.) O	
22	Doubts were clarified effectively		0	0	0			
23.	All allocated tutorials were conducted		0	0	$\overline{\bigcirc}$		$\left \begin{array}{c} 0 \\ 0 \end{array} \right $	
1.1.	The tutor was consistent in grading quizzes		0		$\left \begin{array}{c} 0 \\ 0 \end{array} \right $	$\left \begin{array}{c} 0 \\ 0 \end{array} \right $	0	
							$\left \begin{array}{c} 0 \\ 0 \end{array} \right $	
E LAB	Over all the tutor was effective ORATORY INSTRUCTOR (Skip this Section, if the	e course dia	l O i not ha	ve Labo	oratoria			
:6.	Laboratory reports were corrected in time	0	0	0	0	C	$\left \cdot \right $	
27.	Laboratory instructor ensured the smooth conduct of experiments	0		0	0	0	0	

STUDENT EVALUATION OF COURSE AND INSTRUCTION FOR ALL COURSE.

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under under under

1.	Course policies related to evaluation, grading and attendance were clearly specified at the beginning of the semester.		[YE		NO O		
2.	Course related text books/reference material were easily available.		-	YE		NO O		
3.	Graded assignments/ quizzes/exams <u>were</u> return <u>ed</u> to the students.		Yes, on O		Yes	s, but dela O		No O
4.	Assignments/Quizzes/ exams were helpful and related to the course material covered in class.		Yes O	Mos Ə		Secretin 9	nes	No O
5.	How many classes were rescheduled?		0 - 2 0		-5 0	5-10 0	>	•10 0
6.	All the allotted lectures were held and full time was utilized by the instructor.		>90% O		75% O	>50% O	<	50% O
7.	Sequence of topics was logical ² .			YE O		NO O		
8.	Each topic was given the time it deserved.			ES D	iVI.	əstiy Ə	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.	E	Most of t C		es	Sometime O		rely O
10.	The organization of the course material was announced and followed.		-	YE		NO O		
11.	The instructor was available and approachable.			vays D		ostly O	Rarely O	<u></u>
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 reworded if we are to avoid teacher's evaluation		Excellen O		ood O	Averag O	e P	00r 0
13.	The criterion for evaluation of lab performance was announced and followed.		Annour and follow O	4	bu foll	ounced t not a owed O	Not annour O	
14.	Are you satisfied with the policy for lab evaluation.		Ĺ	YE		NO O		
15.								

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

Commented [AKS2]: Divide into two questions

