Six elements of As-Is process

| **Process Name** | System Roles | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Human** | **Non-Computing Hardware** | **Computing**  **Hardware** | **Software** | **Database** | **Network &**  **Communication** |
| **1. Collect instructions for PLO and store PLO and CLO mapping** | **Department Head**:  1. Navigate to BAETE's website  2. Gains access to accreditation manual from the website  3. Read the PLO instructions from the manual.  4. Follow the instructions as specified in the accreditation manual to graduate based on educational criteria.  5.Before commencing with mapping, the associated department head must set the number of PLO’s for each course. For instance: We have 12 PLO’s (According to the updated BAETE manual, dated 07.06.2022) and we have to map those PLO’s with courses such that each course will get at least 5 PLO’s mapped to them and each PLO will get at least 7 courses for mapping, so we have to choose the most important and specific ones.  6. The faculty member has to:  a.  Collect the previous outline and pinpoint the main objectives of a single course  b. Map the pinpointed objectives with the learning taxonomy.  c. Set the program learning outcome based on Course outcome.  d. Set the assessment initial planning with the course outcome.  7. Store the Accreditation Manual paper and initial mapping paper into OBE’s storage  8. Faculty collects all information from OBE’s storage which is stored by the department. | **Pen and Paper:**  CO and PLO mapping with courses are mapped on paper using a pen. | **Computer**  1) To navigate to the website of BAETE to collect the accreditation manual  2) Also used for making softcopies of PLO and CO mapping.  **Printer:**  To print the accreditation manual paper and softcopy of CO and PLO paper. | **Browsing:**  To browse like  Edge Brave  Chrome, Mozilla  Safari etc.  **Microsoft Word:**  Prepare word files for the mapping of PLO and CO documents.  **PDF viewer:**  To view the BAETE accreditation manual from the BAETE website.  Example:  Adobe Reader Edge etc  **Drive:**  Used to transfer all PLO and CLO mapping information to OBE storage.  **Operating**  **System:**  Any OS  may be  used. e.g.  Windows, Linux  MacOS. | **Microsoft Excel Files:**  Access the data to view or edit the PLO's Curriculum & CO’s initial mapping. | **Internet:**  Search Engines such as- Google, Yahoo and Bing can be used to enter the BAETE website to collect the accreditation  manual and update PLO’s, Also to collect information related to courses found in IUB website. |
| **2. Map updated course outline aligned with OBE** | **Faculty:**  1. Collect all information from OBE’s storage which is stored by the department.  2. In the event that the faculty wants to change something in PLO vs CO initial mapping, they can amend and remap the PLO vs CO and store it in OBE’s storage  .  3. If a faculty wants to check the previous course outline they can collect it from OBE storage.  4. Then if needed they have to prepare the new course outline with course outcomes.  5. Now identify the main objectives for each course.  6. Then map CO's with PLO’s:  a) The first CO, or CO1 is considered as a "First level of taxonomy (remembering)" Provided in ("Level of learning bloom Taxonomy") of this course.  But in the REVISED Bloom’s taxonomy as: (Remembering, Understanding, Applying, Analyzing, Evaluation, and Creating)  b) Now make the PLO1, which is more appropriate for the first level of CO as CO1.  c) Then after this, note down the reasonings for this process.  7.Then they have to find the course outline of a single course and map it with the course outline to PLO and store it in OBE’s storage.  8. Faculty members then make course assessment based on the updated CO and PLO mapping:  a) In this course the First quiz will test the fundamental theory.  There are 4 CO's (CO1, CO2, CO3, CO4).  CO1 is mapped with PLO (Engineering Knowledge) which tests the basic knowledge for the course.  This is also used in (Quiz-2, Mid, Quiz-3,4 and Final).  b) In the 2nd Exam: Students read out the problems and then formulate using the necessary principles of mathematics.  For this, CO2 is mapped by the "Quiz-2" and "MID term" exam. In this way faculty can create assessment planning and also update course outline.  9. Store course assessments and course outline information to OBE storage. | **Pen and Paper:**  Instructions of Course Outline and course assessment planning as CO and PLO basis details are printed on paper. | **Computer:**  Computers are used to prepare Course Outline and Assessment Planning using  current CO and PLO mapping, also for making softcopies of Course Outline and Assessment Planning.  **Printer:**  To print the softcopy of Course Outline and assessment planning. | **Microsoft**  **Word:**  Used to Type in the Course Outline and Assessment Planning and to  generate a printable pdf.  **Operating**  **System:**  Any OS can be used. e.g.  Windows, Linux, MacOS.  **Adobe**  **Acrobat**  **Reader:**  For viewing the assessment planning paper and course outline in pdf format. | **Docx/pdf Files:**  To compile and edit information regarding: Course Outline, Assessment Planning and are stored as docx/pdf.  **Department**  **Storage:**  A hardcopy of OBE Course Outline docs/pdf file is stored in the Department  storage. | **Internet:**  Online platforms such as- Google docs can be used to prepare docx files for Course Outline and Assessment Paper. |
| **3. Course progress** | **Faculty:**  1. Faculty members design the question paper based on the current CO and PLO mapping.  2. Creates and connects individual questions with the COs based on the course’s assessment table.  3.The question paper is sent to other faculties who also have the same course in order to check the question paper.  4. Said faculties will then verify the question paper, check for any errors and correct them.  5. Prepare SODs and invigilators for the exam.  6. Return the question paper to the designated faculty.  7. Contacts with the exam committee to manage exam date, time and place by providing the necessary information about the exam i.e. total no. of students and total exam duration.  8. Receives confirmation and schedule about the exam that was requested.  9. Publish information about the exam to the students i.e. exam date, time and place and syllabus to the students.  **Examination committee:**  After getting notification from the faculty members about the exam, they need to fix a particular date, time and place for the examination and confirm the date of examination, time, room number to the faculty member.  Student:  1. ReceiveS information about the examination from the faculty, i.e. the syllabus for that upcoming exam, the date and time and where the exam will be held.  2. Attend the exam at the correct time and place and give the exam.  3. When done with the exam, submit the answer scripts to the SODs or faculty and leave the examination hall. | **Stationery:**  1) Paper is used to print the question papers.  2) Supply pen, pencil, eraser, sharpener, stapler, ruler and equipment that are required during the examination.  **Chairs and**  **Table**  To sit for the exam..    **Room** Designated room for examination. | **Computer/**  **Laptop:**  1. A computer is needed for preparing the question paper.  2. For coding or open book exams in some courses, computers are required.  3.To prepare the question paper they use a docs/pdf file.  4. For printing question papers.  **Scientific**  **Calculators:**  Some exams require the use of scientific calculators like Mathematics, Physics, Accounting etc.  **Printers & photocopy machine:**  Instructors use it for printing question papers. | **Microsoft Word:**  It is used by the faculty for typing and preparing the questions and generating docs.  **Operating System**  Any OS may be used. e.g. Windows, Linux, MacOS.  **Adobe Acrobat Reader**  For viewing the question paper in pdf format  **Google Classroom**  Used by faculties and students during online examinations. | **Docx/pdf Files:**  To compile and edit information regarding: Course Outline, Assessment Planning, Questions and Papers are stored as docx/pdf.    **Department**  **Storage:**  A hardcopy of OBE’s Course Outline docs/pdf file is stored in the Department  storage. | **Internet:**  1.Used by students during open book exams  2.Online platforms such as- Google docs may be used to prepare question papers for examination  3. Examiners may need to confirm exam date, time and room no. So in order to send an updated notification at that time, they use the internet. |
| **4.  Generate Progress Report based on Answer Scripts** | **Faculty:**  1. Faculty members must receive all response scripts from the answer bank after taking the assessment.  2. Faculty members mark the answer sheets after checking.  3. After checking all scripts, distribute them to students for rechecking and wait for their feedback.  4. After resolving problems with students about exam papers, faculty members will create sample solution papers for the given questions in exams and store those to the OBE’s storage.  5. Faculty members have to prepare grade sheets as per course outline and store the respective data in the OBE’s storage.  6. These reports must be sent to the department head by faculty members.  7. If department heads have any queries about the marks or grade sheets, faculty members will give feedback accordingly.  **Student:**  1. Students will collect the scripts from faculty members and check their marks  .  2. If they have any queries they’ll request the faculty to recheck their answer scripts and wait for the feedback  **Department Head:**  1.Check the final grades with marks in excel files provided by the faculty members  2. If there is any query for the marks or grade sheet, department heads will contact the responsible faculty for that particular course. | **Stationary:**  1)Pen and  paper used to  check Answer Scripts for evaluating. Also, for creating manual grade sheets. | **Computer/**  **Laptop**  To prepare the excel file of the grade sheet    **Scientific Calculators:**  Some exams require the use of scientific calculators like Mathematics, Physics, Accounting etc..  **Printers & photocopy machine:**  Instructors  use it for printing grade sheets. | **Microsoft Excel:**  Typing the ID and Marks to generate a printable excel file.  **Operating System:**  Any OS may be used. e.g. Windows, Linux, MacOS. | **Microsoft Excel:**  Used for storing exam marks and calculating ID-wise final grades. | **Internet:**  Used by faculty members to create online excel files and also for sharing excel files. |
| **5.Generate CQI Report** | **Faculty Member:**  1. Collect ALL assessment reports of that semester from OBE  2. Check the percentage under a specific PO.  3. Identify the lowest percentage  4. Figure out the reason for the lowest percentages.  5. Solve those problems. For that faculties can do the following:      a) Make changes to the Course Outline and Assessment planning      b) Update the CO vs PLO mapping.  6. Make Suggestions for improving student performance.  7. Compile all      the data and generate report  8. Store the report in the OBE storage.  **OBE Storage:**  Receive report from the faculty member. | **Stationary:**  **Pen and Paper**:  Used if a faculty member wants to write something on the report.  **Marker Pen:**  Used if a faculty member needs to mark something on the report. | **Computer**  1) Used to prepare the CQI report in a printable format.  2. Used to edit the Excel file.    **Printer**  To print the assessment report or CQI report. | **Operating**  **System**  Any OS  Can be  used. e.g.  Windows, Linux  MacOS.    **Adobe**  **Acrobat**  **Reader:**  To view the report in pdf format.  **Web Browser:**  To send and receive the report through email. | **Docx/pdf Files:**  To view the CQI report which is prepared in the docx or pdf file.  **Department**  **Storage**  A hardcopy of CQI reports will be stored in the department storage. | **Internet**  Online platforms such as- Google docs can be used to prepare docx files for CQI reports. |