AC-01A, Rev.0, 01.09.2023

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| **Course Coordinator Meeting Agenda** |

**Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date:

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year:20XX-20XX** |  | **Semester** | **Odd/Even** |
| **Programme& Department of the Students** |  | **Semester of Study & Section** |  |
| Course Code |  | Course Name |  |
| Meeting Number: |  | Date & Time: |  |
| Members to be present |  | Venue: |  |

Points to be discussed

1. Lecture plan and syllabus coverage
2. Teaching methodology/tools used/to be used
3. Encouragement/introduction of activities related to the course like open book test, tutorial, assignment, discussion, seminar, quiz technical papers etc.,
4. Assessment/Attainment of CO and PO
5. Review of feedback comments from CMC if any
6. Any Others

**Course Coordinator Academic Coordinator**

AC-01, Rev.0, 01.09.2023

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| **Course Coordinator Meeting Minutes** |

**Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year:20XX-20XX** |  | **Semester** | **Odd/Even** |
| **Programme& Department of the Students** |  | **Semester of Study & Section** |  |
| Course Code |  | Course Name |  |
| Meeting Number: |  | Date & Time: |  |
| Members to be present |  | Venue: |  |

|  |  |  |  |  |
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| **S. No.** | **Points Discussed** | **Action Plan** | **Responsibility** | **Target Date** |
|  |  |  |  |  |
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**Members Course Coordinator Academic Coordinator**

AC-03, Rev.0, 01.09.2023

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| **Course Plan – Theory Course** |

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| **Name of the Faculty, Designation & Dept.** |  | **Programme& Department of the Students** |  |
| **Course Code & Name** |  | **Academic Year, Semester & Section** |  |

**1. COURSE PLAN**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Intended Learning Outcomes (ILOs)** | **CO(s) Mapped** | **BT**  **Level** | **Planned** | | **Actual** | |
| **Date** | **Period** | **Date** | **Period** |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |

1. **Innovative Teaching Learning Methodology**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Course Outcomes** | **Topics** | **\* TL Methods** | **Planned** | **Actual** | |
| **Week** | **Date** | **Period** |
| 1. |  |  |  |  |  | |
| 2. |  |  |  |  |  | |

**Note: Minimum One Activity per Course Outcome**

**\*Methods:** Industrial Expert Lecture, ICT usage, Field Visit, Guest Lecture, Online Quiz, Hands-on training, Activity based learning, Assignment, Seminar, Mini projects, etc.,

**Course Faculty Course Coordinator Academic Coordinator HOD**

AC-09, Rev.0, 01.09.2023

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| **Laboratory session Schedule**  **(Team wise Experiments )** |

**Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Department of the Student :

Class and Section :

Faculty in-charge :

Course Code & Name :

Batch Number :

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Proposed Date** | **Experiment Number** | | | | | | | | | | **Actual Date** |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
|  | I | II | III | IV | V |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | I | II | III | IV | V |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |
| --- | --- | --- |
| **Team** | **Roll Number** | **Name of the Students** |
| I |  |  |
| II |  |  |
| III |  |  |
| IV |  |  |
| V |  |  |

#### List of Experiments- (Title of the Experiments)

1

2 -

Additional Experiments / Mini projects planned (if any)

1-

2-

**Course Faculty Course Coordinator Academic Coordinator HOD**

AC-10, Rev.0, 01.09.2023

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| **Laboratory session Schedule**  **(Batch wise Experiments)** |

**Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Department of the Student :

Class and Section :

Faculty in-charge :

Course Code & Name :

Batch Number :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EXPERIMENT No.** | **EXPERIMENT**  **NAME** | **Proposed date** | | **Actual date** | |
| **BATCH –I** | **BATCH –II** | **BATCH –I** | **BATCH –II** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**BATCH - I**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **ROLL No.** | **NAME** |
|  |  |  |

**BATCH – II**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **ROLL No.** | **NAME** |
|  |  |  |

LIST OF EXPERIMENTS

1.

2.

Additional Experiments / Mini projects planned (if any)

1-

2-

**Course Faculty Course Coordinator Academic Coordinator HOD**

AC-11, Rev.0, 01.09.2023

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| **Laboratory Assessment Rubrics** |

**Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year:20XX-20XX Semester: Odd/Even**

**Course code & Name: Class / Sec:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Conduct of Experiment** | | | | | | | |
| **Criteria/Marks assigned** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Observation/Record** | | | | | | | |
| **Criteria/Marks assigned** |  |  |  |  |  |  |  |
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| **VIVA** | | | | | | | |
| **Criteria/Marks assigned** |  |  |  |  |  |  |  |
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**Course Faculty Course Coordinator Academic Coordinator HOD**

AC-12, Rev.0, 01.09.2023

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| **Identification of Fast / Slow Learners** |

**Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year:20XX-20XX Semester: Odd/Even**

**Class / Sec:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Roll Number** | **Name of the Student** | **Previous Semester GPA** | **CGPA** | **Number of Arrears**  **(if any)** | **Identified as Fast/ Slow Learners** |
|  |  |  |  |  |  |  |
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**Class Advisor Academic Coordinator HOD**

AC-13, Rev.0, 01.09.2023

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| **Remedial Measures for Weak / Failed candidates** |

**Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the Faculty, Designation & Dept.** | | |  | | | **Programme & Department**  **of the Students** | | |  | |
| **Course Code &**  **Name** | | |  | | | **Academic Year,**  **Semester & Section** | | |  | |
| **Follow-up Actions for Weak / Failed Candidates in Continuous Assessment Test (CAT)** | | | | | | | | | | |
| **Sl. No.** | **Test Name** | **Percentage of Failure** | | **\*Remedial Measures for Weak / Failed candidates**  **(Assignments, Special Session, Special Tests etc..)** | **Signature of Course Faculty** | | **Signature of Course Coordinator** | **Signature of Academic Coordinator** | | **Statements / Suggestions - by HOD about measures taken and Signature** |
| 1. | CAT - I |  | |  |  | |  |  | |  |
| 2. | CAT - II |  | |  |  | |  |  | |  |
| 3. | CAT -III |  | |  |  | |  |  | |  |
| 4. | End  Semester |  | |  |  | |  |  | |  |

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| **Outcome Based Teaching Learning Report** |

**Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year & Semester** |  | **Year of Study &Section** |  |
| **Name of the course** |  | **Course Code** |  |
| **Course Outcome involved** |  | **No of Students benefited** |  |

|  |  |
| --- | --- |
| Name of the Activity |  |
| Description |  |
| Drive Link |  |
| Geo Tagged Photo |  |
| Outcome |  |

**Course Faculty Course Coordinator Academic Coordinator**

AC-16, Rev.0, 01.03.2025

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| **Impact of Remedial Action** |

**Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year:20XX-20XX Semester: Odd/Even**

**Class / Sec: Subject faculty:**

**Course code and Name:**

**Class performance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CAT-1** | **CAT-2** | **CAT-3** | **ESE** |
| Class Students Strength |  |  |  |  |
| No. of students Absent |  |  |  |  |
| No. of students Pass |  |  |  |  |
| No. of students Fail |  |  |  |  |
| Pass Percentage (%) |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Roll Number of students failed in Exam** | **Name of the students** | **CAT-1**  **(Marks)** | **CAT-2**  **(Marks)** | **CAT-3**  **(Marks)** | **ESE**  **(Grade)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

Remedial Action:

1.

2.

3.

4.

Impact Analysis:

1.

2.

3.

4.

**Course Faculty Academic Coordinator HOD**

AC-17, Rev.0, 01.03.2025

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| **Impact Analysis of Remedial Action Taken** |

**Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year:20XX-20XX Semester: Odd/Even**

**Class / Sec: Subject faculty:**

**Course code and Name: CAT: 1 / 2 / 3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Roll Number of students failed in Exam** | **CAT-1/2/3**  **(Marks)** | **Action taken**  **(Assignments, Special Session, Special Tests etc..)** | **Assessment** | **Impact Analysis** |
|  |  |  |  |  |  |
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**Course Faculty Academic Coordinator HOD**