|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| process | Human | Non-computing Hardware | Computing  Hardware | Software | Database | Communication  & Network |
| STUDENT’S ASSESSMENT | **1.Faculty :**  **a)Create Question Paper.**  a) Takes exam of  students in the  form of quizzes,  midterm and final  term by providing  questions.  b) Create  assessment report.  c) Send the  assessment report  to admin  **2.Student:**  a) Answers the questions  provided by  Faculty.  b) submit the answer paper to the faculty.  **3.Admin:**  a) Receives and  stores  assessment report  of students  provided by  Faculty.  b) Store the marks of the student in the Database. | **Paper:**  a) Used to  prepare hardcopy  of question  papers that are  used to assess  students in  exams.  b) Used to  prepare hardcopy  assessment  report.  c) Used to  provide hardcopy  of answer script  to the faculty.  **2.Stationery:**  a) Used to check  hardcopy of  answer script  provided by  students.  b) Used to fill  answer scripts  that are to be  provided to  faculty.  **3.Store Room:**  a) Used to store  all hardcopy of  questions, answer scripts  and assessment  reports. | **1.Computer:**  a) Used to  prepare softcopy  of question  papers that are  used to assess  students in  exams.  b) Used to  prepare softcopy  assessment  report.  c) Used to  prepare softcopy  of answer script  to the faculty.  d) Used to store  all softcopy of  questions,  answer scripts  and assessment  reports.  **2.Printer:**  a) Used to print  the questions on  to paper.  b) Used to print  the assessment  report.  c) Used to print  the answer script. | **1.Microsoft Word:**  a) Used to prepare  softcopy of question  papers that are used  to assess students in  exams.  b) Used to prepare  softcopy of answer  script to faculty.  **2.Microsoft** Excel :  a) Used to prepare  softcopy assessment  report.  **3.Gmail :**  a) Used to send  softcopy of  questions, answer  scripts and  assessment reports  to designated  personnel. | **1.Google Drive:**  a) Used to store and  backup all softcopy  of questions,  answer scripts and  assessment reports  on the internet. | **1.ISP:**  a) Provides  Internet service so  that the use of  Gmail, Google  Drive and Dropbox  is possible. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Process | Human | Non-computing Hardware | Computing Hardware | software | Database | Communication & Network |
| Curriculum Approval by UGC | **1.Higher**  **Management:**  a) Forms a  committee of  faculty to prepare  a curriculum in  accordance to the  guideline provided  by UGC.  b) Receives  proposed  curriculum  provided by the  designated faculty  committee.  c) Requests UGC  for approval of  curriculum.  d. Receives  approval or  necessary  correction details  from UGC.  e) Sends  confirmation of  approved/correcte  d curriculum to  admin for storing.  **2.UGC:**  a)Receives  request from  higher  management for  approval of  curriculum.  b) Sends approval  or necessary  correction details  of curriculum to  higher  management.  c) Provides  guidelines to  higher  management for  preparing the  curriculum. | **1.Paper:**  a) Used to  prepare hardcopy  of faculty  committee  details, UGC guidelines,  proposed/  corrected curriculum,  approved  curriculum.  **2.Stationery:**  a) Used for  handwritten  mind mapping in  regards to faculty  committee  details,  proposed/correct  ed curriculum,  approved  curriculum.  **3.Store Room:**  a) Used to store  hardcopy of  approved  curriculum. | **1.Computer:**  a)Used to  receive, store and  analyze UGC  guidelines.  b) Used to  prepare and  store softcopy of  faculty  committee  details,  proposed/  corrected curriculum,  and approved  curriculum.  **2.Printer:**  a) Used to print  hardcopy of  faculty  committee  details, UGC  guidelines,  proposed/  corrected curriculum,  approved  curriculum. | **1.PDF Reader:**  a) Used to view and  store the softcopy of  received guidelines  from UGC, faculty  committee details,  proposed/corrected  curriculum and  approved curriculum  in PDF format.  **2.Microsoft Word:**  a) Used to prepare,  view and store  softcopy of faculty  committee details,  proposed/corrected  curriculum and  approved curriculum  in word format.  **2.Microsoft Excel:**  a) Used to prepare  softcopy for the  mapping of CO to PO  while creating  courses for the  curriculum.  **3.Gmail :**  a)Used to send  softcopy of faculty  committee details,  UGC guidelines,  proposed/corrected  curriculum,  approved curriculum  to designated  personnel. | **1.Google Drive:**  a) Used to store and  backup all softcopy  of faculty  committee details,  UGC guidelines,  proposed/corrected  curriculum,  approved  curriculum on the  internet. | **1.ISP:**  a) Provides  Internet service so  that the use of  Gmail, Google  Drive and Dropbox  is possible. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Process | Human | Non-computing Hardware | Computing Hardware | software | Database | Communication & Network |
| Collecting  PLOs from IEB | **1. IEB:**  a) Send PLOs to higher  management.  **2.Higher**  **Management:**  a) Receives PLOs from IEB  b) Send PLOs to the department.  **3.Department:**  a)Send the PLOs to the Faculty  **4.Faculty:**  a) Receives  PLOs from the Department. | **1.Paper:**  a) Used to  prepare hardcopy  Of the PLOs  **2.Stationery:**  a) Used for  handwritten  assessment to  create PLO  report.  **3.Store room:**  a) Used to store  hardcopy of PLO  report. | **1.Computer:**  a) Used to  prepare and  store softcopy of  PLO report.  **2.Printer:**  a) Used to print  hardcopy of PLO report | **1.PDF Reader:**  a) Used to view and  store the softcopy of  PLO report  **2. Microsoft Excel:**  a) Used to prepare,  view and store  softcopy of PLO  report in Excel Shit.  **3.Gmail:**  a. Used to  send/receive  softcopy of  PLOs from IEB to Higher management to faculty to Admin personnel. | **1.Google Drive:**  a) Used to store and  backup all softcopy  of PLO Report on the  internet. | **1.ISP:**  a) Provides  Internet service so  that the use of  Gmail, Google  Drive and Dropbox  is possible. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Process | Human | Non-computing Hardware | Computing Hardware | software | Database | Communication & Network |
| Mapping of  COs to  PLOs | **1.Faculty**  **Member**  a) Maps the  COs from  PLOs based on  the syllabus  covered in the  course.  b) Sends the  mapped COs  to the admin  through email.  **2.Admin**  a) Receives the  mapped COs  from the  faculty  member.  b) Updates it  in the excel file. | **Paper**  a) Used if the  faculty member  or the admin  wishes to print  out the mapped  COs. | **1.Computer**  a) Used to edit  the COs' Excel  file.  **2.Printer**  a) Used to  print out the  COs for  hardcopy  storage  backup in case  something  happens to  the digital  version. | **1.Microsoft**  **Excel:**  a) Used to  store the  mapped COs.  **2.Web Browser:**  a) To send and  receive the COs  through email. | **1.Google Drive:**  a) Contains  the mapped  COs.  **2.Hard Copy**  **storage:**  a) Contains  the  hardcopy  version of  the COs'  Excel file for  backup. | **1.ISP:**  a)Provides  Internet service so  that the use of  Gmail, Google  Drive and Dropbox  is possible. |