



DhaneKula Institute of Engineering & Technology

(Approved by AICTE New Delhi Affiliated to JNTU Kakinada)

An ISO 9001 - 2008 Certified Institution

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COLLEGE ACADEMIC COUNCIL - MINUTES OF MEETING

Venue: Principal's Room

Date:01-06-2016

Agenda:

Time: 10.00 AM

1. Finalization of academic process calendar for I, II, III & IV Year B.Tech I semester, academic Year 2016-17
2. Establish the process of attainment of PO's for all courses.
3. Review and finalization of Skill Development Programs / certification courses / workshops / Guest lectures / Resources by Adjunct Faculty / value added courses etc. for the academic year 2016-17.

Members Present:

Signature

1. Dr. Kadiyala Ravi
2. Dr. P Siva Prasad
3. Mr. I Sai Ram
4. Mr. O Srikanth
5. Dr. G L Madhumathi
6. Dr. B Srinivasa Rao
7. Dr. B V S N Hari Prasad
8. Mr. J Surendra
9. Mr. N Ashok
10. Mr. ChRenuSekhar

(Handwritten signatures in blue ink corresponding to the list of members present)

Proceedings:

1. Examinations incharge has presented the academic calendar for the above mentioned semesters for approval.
2. Drafts proposed by various departments towards attainment of PO's has been discussed. As the attainment of POs were through courses, Hence attainment procedure for the attainment of courses and POs has been discussed and finalized.
3. First Semester results were announced and the faculty may be requested to identify the attainment of their course and present to assessment committee of the departments for review.
4. As R16 regulation has been initiated for the current academic year as proposed by JNTUK, Head of the departments has presented list of new courses and additional courses to be handled for the academic year 2016-17.

Resolutions:

1. Academic process calendar for I, II, III & IV Year B.Tech I semester, academic Year 2016-17 has been finalized and approved copy is signed by the principal for circulation to all the departments and copy to website.
2. Below mentioned course assessment process and Course Assessment Methods weight age and Frequency of Data Collection was finalized and concluded for implimentation.



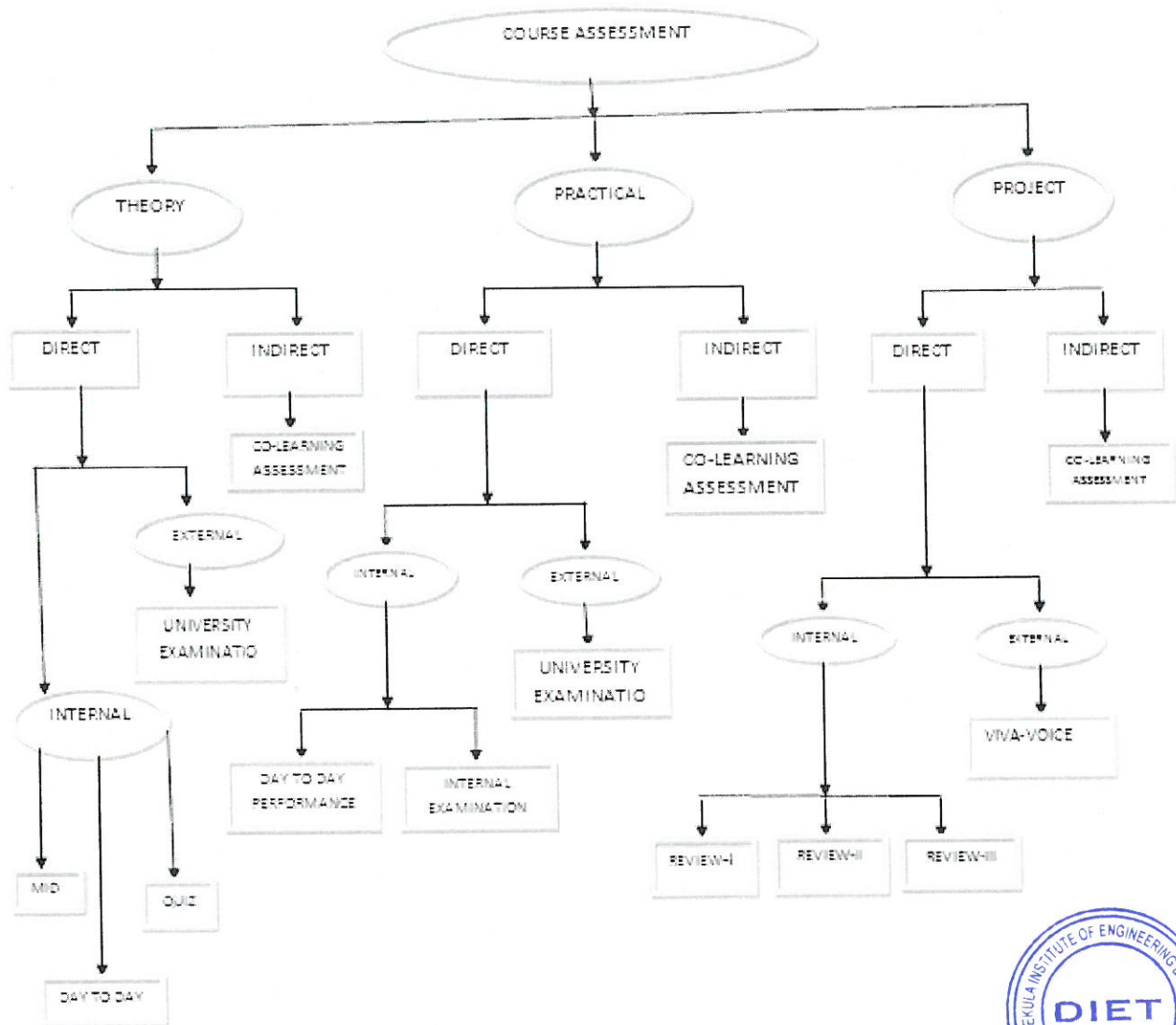


Fig Course Assessment Process

a) Course Assessment Process:

Each course is evaluated by the assessment of course outcomes by direct and indirect assessment tools which are predefined. Direct assessment is carried out by Internal and external assessment and indirect assessment is carried out by the course end survey (CO learning assessment). Schedule of direct assessments is prepared by the course coordinator while meeting the requirements of JNTUK regulations.

b) Assessment of theory courses:

Direct Assessment: Direct assessment of theory courses is carried out by Internal and External assessment of each defined outcome of a course. Internal assessment

by Day to Day Evaluation, MID Examinations, Quiz Examinations and External Assessment by End Examination.

Internal Assessment:

i) Day to Day assessments: Is a means of enhancing the learning process of the students on regular basis, which is done by conduct of at least one class test and any other direct assessment tools (assignments ,Quiz, Surprise test objective exams)etc as desired by the course coordinator after attending the teaching – learning process of particular course outcome.

ii) MID Examinations: Descriptive examinations are conducted as per the JNTUK schedule by the course coordinator for one and half an hour without choice. Two such examinations are conducted for a course covering all the course outcomes of the course.

iii) Quiz Examination: Objective exam for twenty minutes with twenty questions is conducted twice for a course with the question bank received from JNTUK on the day of exam as scheduled by JNTUK.

External Assessment:

iv) Semester end comprehensive examination is conducted by JNTUK for three hours.

Indirect Assessment:

v) Indirect assessment of theory course is carried out by conducting survey on course learning outcomes with the students at the end of the semester.

c) Assessment of Practical Courses:

Assessment of practical courses is carried out based on day to day performance, Internal and external examination and CO learning assessment.

i) Day to Day Evaluation: Practical courses focuses on application/applying the theories learnt in the class. Day to Day performance of the student is assessed by the evaluation of experimentation results, reports presented through lab records and vivo voce conducted after the completion of experimentation.

ii) Internal Examination: Almost at the end of the semester after completion of all the experiments an internal examination for three hours will be conducted by the course coordinator to assess the skills acquired by the student through theory classes and the practical sessions held.

iii) End Examination: Three hours exam conducted in the institution as per the schedule of JNTUK at a presence of an external examiner. The performance of the student in conducting the given experiment is



evaluated by the external examiner along with vivo voce conducted at the end of experimentation to understand the correlation of the experimentation and the level of knowledge acquired by the student.

iv) CO learning Assessment (Indirect): Is carried by conducting survey on course learning outcomes with the students at the end of the semester.

d) Project:

Project works indulge students to improve their innovative and intellectual capabilities. Hence every effort is made to involve them in real time work by conducting frequent internal reviews by the project committee. Assessment is taken up through direct and indirect assessments.

Direct Assessment for project: It includes internal assessment which is carried by reviews and an external assessment which is carried by viva-voce.

i) Internal Assessment: Internal assessment is done by conducting four internal reviews namely Zeroth Review, First Review, Second Review and Third Review.

Zeroth Review: Student presents abstract and also mapping with the program outcomes which will be thoroughly reviewed and finalized by the project committee .

First Review: Students are instructed to make a PowerPoint presentation on the project giving an overview of the Model development and work progress (Evaluation phase I by a team of faculty).

Second Review: Students are instructed to submit Design/Experimental document of the project and give a PowerPoint presentation with Conclusion. (Evaluation phase II by a team of faculty).

Third Review: Students are instructed to submit complete project report and PowerPoint presentation for the project.

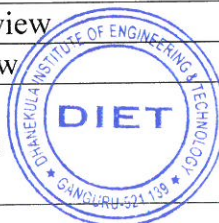
ii) External Evaluation: External evaluation is done by the assessment of project report, presentation of project and Vivo-voce conducted by the external examiner deputed by JNTUK along with Head of the Department and guide as per the schedules.

iii) Indirect Assessment: It is carried by conducting survey on course learning outcomes from the students after completion of their project course.



e) Details of Assessment tools and frequency

Course	Description	Assessment type			Frequency	Evaluation done by
Theory (Direct) (80%)	Major learning of engineering fundamentals happens through theory courses which have desired outcomes and Continuous assessment of course outcomes drives students towards enthusiastic learning and thus improves the teaching – learning process.	Internal Assessment	Day to Day Assessments	Left to course coordinator	Minimum one for each outcome	Course coordinator
			MID-I, MID-II	Descriptive type	Twice for course mid and end of semester	Course coordinator
			Quiz-I, Quiz-II	Objective type	Twice for course mid and end of semester	JNTUK
		External Assessment	Course End /University Examination	Descriptive type	Once in a semester at the end	JNTUK
Theory (Indirect)		CO learning Assessment	Course end survey on outcomes	Once in a semester at the end	Course coordinator	
Practical (Direct)	Provide students with firsthand experience with course concepts and with the opportunity to explore methods used in their discipline.	Internal Assessment	Experimentation, viva, Record		For every experiment	Course coordinator
			Internal exam		After completion of all experiments	Course coordinator
		External Assessment	Course End /University Examination		Once in a semester at the end	University appointed external
Practical (Indirect)		CO learning Assessment	Course end survey on outcomes	Once in a semester at the end	Course coordinator	
Project (direct)	Enhance student learning goals, including standards based content and skills such as critical	Internal Assessment	Zero th Review	For title and abstract finalization	Once per course during the semester	Project evaluation committee
			First Review			
			Second Review			
		External Assessment	Viva Voice		Once in a semester at the end	University appointed external



Project (Indirect)	thinking/problem solving, collaboration and self-management	CO learning Assessment	Course end survey on outcomes	Once in a semester at the end	Course coordinator
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Attainment of Course Outcomes of all courses with respect to set attainment levels

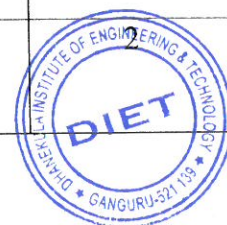
Course outcome attainment is measured from the assessments as described above mentioned with weight ages below.

Different assessment tools and their contributing weight ages toward attainment

Course	Assessment type			Weight age assigned	Scaled weight age		
	Theory(Direct)	Internal	Each course outcome	Day to Day	20%	90%	30%
MID				80%			
QUIZ			100	10%			
Total Outcome weight age			100%				
External				100%	70%		
Theory(Indirect)	Co learning Assessment			100%		20%	
Practical(Direct)	Internal	Each course outcome	Day to Day	100%	20%	30%	80%
			Internal exam	100%	10%		
	External			100%	70%		
Practical(Indirect)	Co learning Assessment			100%		20%	
Project (Direct)	Internal	Each course outcome	Review wise	100%	30%	80%	
	External			100%	70%		
Project (Indirect)	Co learning Assessment			100%		20%	

Attainment levels for Course outcomes

Assessment		Attainment
Internal	External	
50% or less number of students scoring more than X ₁ % marks in internal assessment tools	50% or less number of students scoring more than X ₂ % marks in external assessment tools	1
51% to 69% of students scoring more than X ₁ % marks in internal assessment tools	51% to 69% of students scoring more than X ₂ % marks in external assessment tools	



70% & above number of students scoring more than X_1 % marks in internal assessment tools	70% & above number of students scoring more than X_2 % marks in external assessment tools	3
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Table Attainment levels for assessments

Set percentage of marks for Internal Assessments(X_1) =55%
Set percentage of marks for External Assessments (X_2) =45%

3. PO ASSESSMENT&ATTAINMENT

POs having more than 50% Courses contribution


SNO	Assessment Method	Assessment	Contribution weight age	
1	Direct	CO Assessment through courses	80%	80%
2	Indirect	Exit Feedback	5%	20%
		Alumni feedback	5%	
		Employer/Industry/Internship Feedback	5%	
		Parent Feedback	5%	

POs having less than 50% Courses contribution

SNO	Assessment method	Assessment	Contribution weight age	
1	Direct	CO Assessment through courses	60%	80%
		Activities	20%	
2	Indirect	Exit Feedback	5%	20%
		Alumni feedback	5%	
		Employee/Industry/Internship Feedback	5%	
		Parent Feedback	5%	

- New courses added for the academic year 2016-17 along with the availability of the resources were thoroughly discussed and approved as per the list enclosed.
- Skill development and value added courses as proposed by the Head of the Departments were finalized to offer in the current academic year mostly during the working hours.




 Chairman
 College Academic Council
 Principal
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