Dr. MAHALINGAM
COLLEGE OF ENGINEERING AND TECHNOLOGY
Affiliated to Anna University, Chennai; Approved by AICTE ; Accredited by NAAC with Grade 'A++'
Accredited by NBA - Tier1 (Mech, Auto, Civil, EEE, ECE, EIE and CSE)
(A Unit of NIA Educational Institutions)

An Autonomous Institution (Since 2011)

Dr. N. Mahalingam
Founder Chairman

Dr. M. Manickam
Chairman

Mr. M. Hari Hara Sudhan
Correspondent

Dr. C. Ramaswamy
Secretary

Dr. P. Govindasamy
Principal

MCET/IQAC/NAAC/Criterion VI/6.5/6.5.1

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the following are the details of the two best practices institutionalized as a result of IQAC initiatives by the Institution pertaining to the metric 6.5.1.

We hereby enclosed the relevant documents towards the reforms initiated by the office of Controller of Examinations and utilization of e-resources and MOOC courses for blended teaching learning followed by the Institution for your kind reference.

Steering Committee Coordinator

Dr. Mahalingam College of Engineering and Technology Pollachi

PRINCIPAL
PRINCIPAL
Dr. Mahalingam College of Engineering and Technology
Pollachi - 642 003.

Udumalai Road, Pollachi - 642 003, Tamil Nadu, India. Tel : +91 - 4259 - 236030 / 40 / 50, Fax : +91 - 4259 - 236070
Email : principal@drmcet.ac.in www.mcet.in

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle). Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)

Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 500 words.

Example 1: Institute to maximize its autonomy in curriculum design and examination reforms

Dr.Mahalingam College of Engineering and Technology
(An Autonomous Institution)
Udumalai Road, Annamalai Nagar, Pollachi, Tamil Nadu 642003
Office of the Controller of Examinations

CO-CREATION MODEL FOR SETTING AUTONOMOUS END SEMESTER EXAMINATION QUESTION PAPERS

GUIDELINES

Preamble

Dr Mahalingam College of Engineering and Technology (MCET) is a self – financing educational institution situated in Pollachi, Coimbatore Distinct MCET is the vision of Arutchelvar Dr N Mahalingam, whose determination and dynamism made possible the realization of this institution of excellence MCET was established in 1998 to commemorate the 75th Birthday of this great visionary. The institute has been awarded an autonomous status from the year 2011 by UGC and Anna University. The teaching-learning process is student centric and governed by the concept of outcome based education (OBE). This booklet gives comprehensive information on the formulation of End Semester Examination Question Paper through co-creation model

Co-creation

Co-creation is the collaborative initiatives leading to co-created question papers for the autonomous end semester examinations.

Pedagogic Perspective

Working on co-created initiatives enables active participation of experts (Internal & External) and facilitates to develop a standard question paper based on outcome based education model

Value

Co-creation has the potential to significantly impact upon autonomy culture and enhance the faculty learning experience towards creating a standard question paper and promote the reputation of autonomy status of MCET.

Advantages

- Through co-creation model, external expert and internal expert members get a better understanding of each other's perspective on OBE. This can facilitates a more positive and higher quality of question paper creation.
- To enable an open exchange of thoughts and ideas among experts, it is important that all course outcomes were addressed in the question paper.
- Rejection of question paper is avoided through co-creation model.
- Co-creation process will avoid financial losses due to question paper rejection.
- No additional expenses for review of question paper, since the expert question paper review is eliminated.
- Promote greater ethical responsibilities of expert.

Expert Panel

- The external expert member shall have at least **TEN** years of teaching experience and at least **TWO** years of experience in teaching the course for which appointment is to be made.
- The internal expert member shall have at least **FIVE** years of teaching experience out of which **TWO** years at MCET.
- The course handling faculty should not set and review the same course question paper.
- However, if experts are not available as per the norms mentioned above, the Controller of Examinations can appoint the examiners after getting approval from Principal.
- The external expert member shall be invited only from Government, Government aided and Self-financing [reputed institutions] affiliated to Anna University.
- For PG Programmes, all the QPs should be collected from External experts only.
- Each QP review carried out by the internal / external expert member under the supervision of board chairman. The following points to be verified during review points.
    - Verify the regulation of the course.
    - Verify the course code, course title, programme(s), semester, total marks and month and year of examination.
    - Verify the question paper pattern
    - Verify the blooms level of the questions with course outcomes.
    - Verify the distribution of marks for all COs.
    - Verify the allocation of marks for each question.
    - Verify the DATA books / Graph sheet requirement for the particular course QP

- The final vetted question papers should be duly signed by the internal / external reviewer and approved by BoS chairman.

Others

- At the time of co-creation of question papers, experts can refer to the text books and other relevant materials if any. The materials required for the co-creation of question papers shall be arranged by the internal expert.
- The computing facilities required for the Co-Creation of question papers shall be arranged by the office of the controller of examinations.
- Maximum FOUR question papers are allowed to set by the expert in a day.
- Inside the co-creation hall mobile phones are strictly prohibited.
- Experts shall not leave the hall until Co-Creation process is completed.
- Waste or wrongly printed QPs (if any) should be handed over to COE office staff member.
- Don't peel off any waste or wrongly printed QPs at the time of Co Creation process.
- Instructions for the Co-Creation process will be given by CoE office team before commencement. All the Expert members should follow the instructions carefully for saving the completed QPs in the allotted folder.
- The ECC member should coordinate with CoE team for the smooth conducting of Co-Creation process.

Honorarium

Honorarium for expert members for question paper setting

- External Expert – INR 1000/- per QP + Maximum of INR 2000/- for TA & DA
- Internal Expert – INR 1000/- per QP

DCOE 09/11/22

COE

DEAN (A&A) 10.11.22

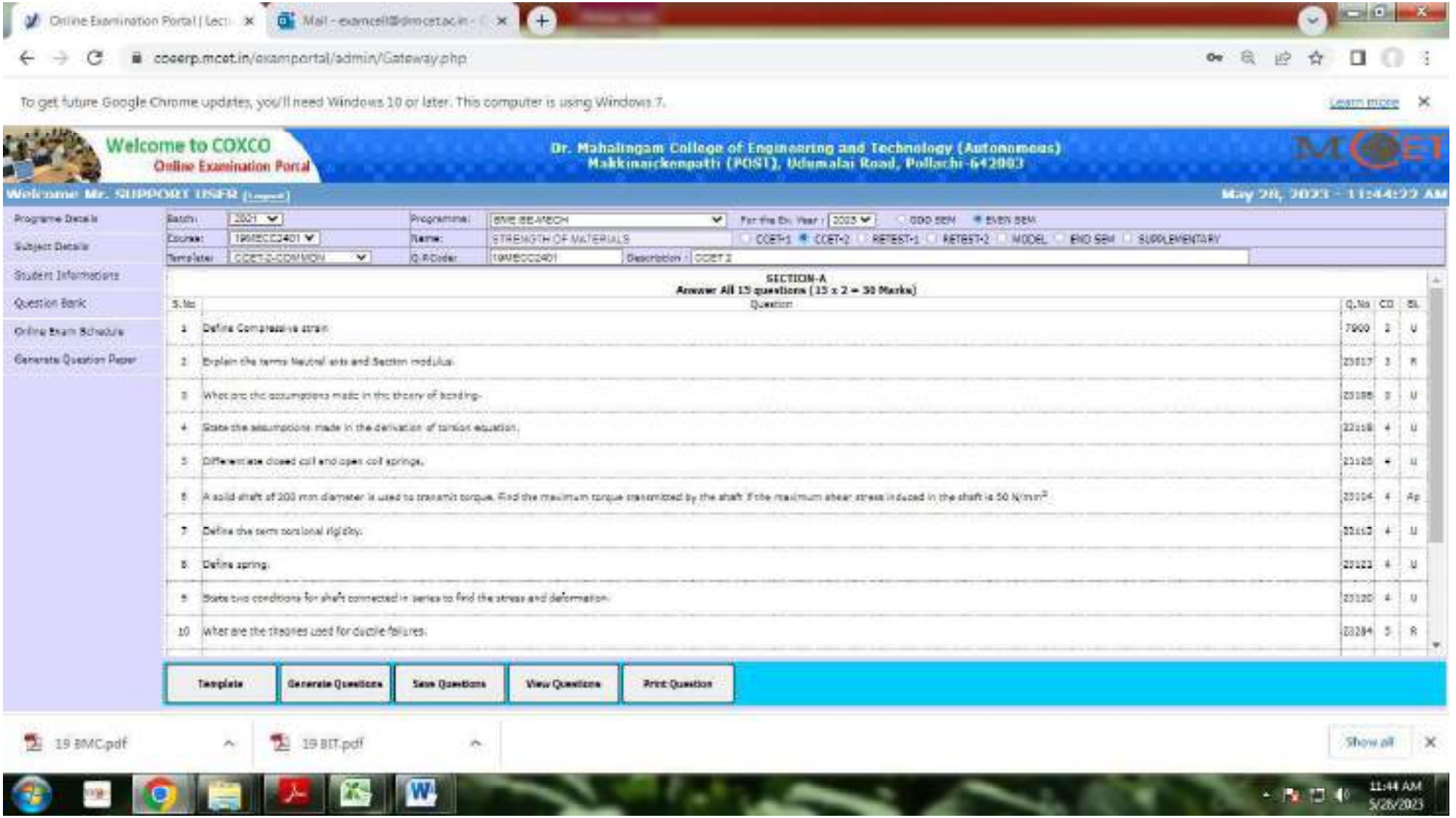
PRINCIPAL

Approved 10/11/2022

SECRETARY

Dr. Mahalingam College of Engineering and Technology, Pollachi

Screen shot of of using Automatic question paper generation



OFFICE OF THE CONTROLLER OF EXAMINATIONS

GUIDELINES FOR QUESTION PAPER SETTERS – UG / PG

(2011 / 2014 / 2016 & 2019 Regulations)

Applicable only for Academic Year 2020-2021 – ODD Semester

Preamble:

MCET has been practicing Outcome Based Education (OBE) to encourage the continuous learning among the students. Students earn experience on teaching learning methods and activities which are outcome based, thereby enhancing their learning experience and its quality. The OBE focuses on teaching learning, assessments and outcomes. The assessment plays a crucial role in the teaching learning process. End Semester Examination with higher weightage plays a significant role for the assessment of students. Hence, OBE system which adopts Revised Bloom's cognitive taxonomy in cognitive domain with Lower Order Thinking Skills (LOTS) and Higher Order Thinking Skills (HOTS) shall be followed for framing the end semester question paper. For better understanding of the Blooms' revised taxonomy in the cognitive domain, refer **Annexure I.**

Guidelines for Question Bank Setting:

1. Align the cognitive level of MCQ questions in the same level or lower order level of Course Outcome mentioned in the syllabus.
2. Adopt the following pattern for setting the Question Bank of UG (B.E./B.Tech.) / PG (M.E. / MCA) Part A and Part B questions shall be distributed equally amongst all units in the syllabus.
3. Question Bank Pattern

Section	No.of Questions	Type	Marks
Part – A	60 Questions 12 Questions from each unit (12 Questions X 5 Units=60 Questions)	Multiple Choice Questions Lower Order Thinking	1 Mark Each
Part – B	30 Questions 6 Questions from each unit (6 Questions X 5 Units=30 Questions)	Multiple choice Questions Higher Order Thinking	2 Marks Each

Procedure for preparation and dispatch of Question Bank:

1. Read all the guidelines before the commencement of Question Bank setting.
2. Prepare the question bank prescribed in your appointment order with the aid of following attachments.
    i. Appointment Order
    ii. Syllabus copy
    iii. .CSV file / Word file
    iv. Guidelines for Question Bank setting with Revised Blooms taxonomy
    v. Question Bank setting claim form.
3. Download the Question Bank template and make use of it.(.CSV file / Word file)
4. Protect the Question Bank with password, if completed.
5. Keep the password separately for later use.
6. Fill the Checklist and Claim Form. Scan both the forms as pdf file along with your signature.
7. Zip the **Checklist**, **Claim Form** and Question Bank and name the file as Course Code indicated in the appointment order.
    Email the zipped file to**: coemcetese@gmail.com**
    Email the password separately to **coe@mcet.in**

General Instructions:

1. *Request to keep their appointments strictly confidential.*
2. Ensure that the questions are prepared within the syllabus and have no missing data, diagram etc.
3. File name should be "Course code-Part A - UnitNo" (Example :"16ITE22-Part A-Unit1").for each unit provide separate CSV file.
4. If the Question Contains Images, Equations or Diagrams then provide the questions in attached word template.
5. **Kindly follow the template and also fill the MCQ answers in the appropriate column.**
6. Don't change the file format(.CSV Format)
7. Zip files and name the folder as course code (16ITE22)
8. Decline the offer and inform the COE office immediately , if your relatives appear for the above examinations
9. Decline the Question Bank setting and inform through email(coemcetese@gmail.com) , if you are not familiar in setting the Question Bank using Bloom's Taxonomy Knowledge system.
10. Clarify doubts, if any, using mobile no: 9942908422; Landline no: 04259-237337 during working hours

Annexure-I

Frequently used Revised Blooms Taxonomy Action Verbs

DEFINITIONS	REMEMBERING	UNDERSTANDING	APPLYING	ANALYZING	EVALUATING	CREATING
Verbs	• Define •Find •Label •List •Name	•Classify •Compare •Contrast •Explain •Extend •Illustrate •Interpret •Outline •Summarize	•Apply •Choose •Construct •Develop •Identify •Organize •Select •Solve •Utilize	•Analyze •Assume •Categorize •Distinguish •Divide •Examine •Inspect •Simplify	•Decide •Determine •Estimate •Evaluate •Justify •Measure •Prove	•Build •Compose •Construct •Create •Design •Develop •Elaborate •Estimate •Formulate •Predict •Propose •Solve

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle). Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)

Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 500 words.

Example 2: Utilization of E-resources and MOOC Courses for Blended Teaching Learning

Dr. Mahalingam College of Engineering and Technology, Pollachi-03

Circular

12.01.2022

Sub: Guidelines for conducting online classes for the academic year 2021-22 Even Semester:

Theory Courses:

Content Preparation:

- Prepare e-content for all units of the course assigned. E-content can be in the form of PPT, pdf, video, animations, workbook and handouts. Content preparation guidelines for Recorded Video/Live Session are provided in the **Annexure I**
- Reading materials can be issued in the form of ppt, pdf or practice sheets etc. Copyrights or plagiarism issues have to be verified by the respective faculty, Course Coordinator and HOD as per the Course planner with review sheet template **(Annexure II)** and PPT Template **(Annexure III).**
- Upload all videos, live and DCS recordings in the common repository for the course.

Content Delivery:

- Course delivery can be through MS teams as live sessions or Recorded videos.
- For Recorded videos:
  - Each lecture session should have either 5 minutes * 4 videos or 10 minutes * 2 videos
  - For a 5 min video, maximum size should not exceed 25 MB
  - For a 10 min video, maximum size should not exceed 50 MB
  - Use in-quiz before end of the video with minimum three questions for a quiz.
  - Upload the video a day before the commencement of classes.
- Adopt 50% live sessions and 50% video sessions for the course. Maintain attendance for both live and video session including MS team meeting attendance. Post the attendance in e-logbook/CAMU for each hour.
- Plan and conduct doubt clarification sessions at-least once in a week.
- Plan and conduct one Active Learning Activity for each unit. (Using KialoEdu, Breakout room, Flipped Class Room etc.)
- After completion of every session share the reading materials to students in the form of PPT, pdf, practice sheets, worksheets etc.
- Student activities can be given in the form of Group assignments, Seminars and discussions also.
- It is recommended to use desktops or laptops and digital pen for handling programming/Analytical courses.
- It is recommended to use Whiteboard, Digital pad for problem solving, Mentimeter, Breakout Room etc. for making live sessions interactive.

Assessment:

- Conduct two formative assessments for every unit. FA 1 after 50% completion of unit (at the end of 5th hr.) and FA 2 upon the completion of the unit (at the end of 9th hr.).
- FA 1 can be provided with 10 Multiple choice type questions weightage of one mark each (Portion: Half Unit)
- FA 2 can be provided with 10 Multiple choice type questions weightage of one mark each and 5 Descriptive type questions of two marks each. (Portion: Full Unit)

Laboratory Courses:

- Split the experiments into two cycles. Prepare videos for all experiments of the course assigned. One demonstration video for one experiment is desirable.
- Share the rubrics for evaluation and the work book prior to commencement for students.
- Conduct one oral Viva (50% of Viva Marks) through MS Teams and quiz viva (50% of Viva Marks) through MS Forms for each experiment.
- After completion of every experiment ask the students to submit the workbook through MS FORMS.
- It is recommended to use elearning@mcet Moodle for programming Lab such as , C, C++, java. Python etc.
- It is recommended to use Virtual Lab- **https://vlab.co.in** (MHRD) and Online Software courses (IIT B Spoken tutorial)

General:

- Department e-learning support team (PC, OBE, ECC) can get necessary support from college eLearning team.
- A Monthly audit is planned to review the effective conduct of online classes.

PRINCIPAL

Copy to : All HoDs (with a request to circulate among faculty members)

Copy submitted to: the Secretary for kind information

Dr Mahalingam College of Engineering and Technology, Pollachi

Department of CSE

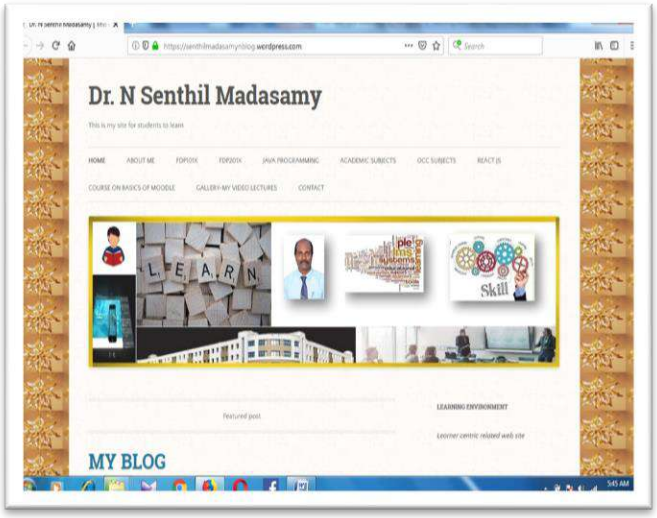
Innovations by the Faculty in Teaching and Learning

Various innovative methods are adopted by faculty in Teaching Learning in order to ensure active Student engagement and effective learning. Active Learning methods practiced include Flipped Classroom, Role play, Think Pair Share, Debate, Group Discussion and Puzzles / Crossword / Activities etc.

Faculty Members have created their own web site for sharing learning material to Students. Sample content shared by is listed here.

S. No	Name of the Faculty	Name of the Course	Link for the Course Content	Description
1	Dr. N. Senthil Madasamy Associate Professor	Computer Networks Lab	https://senthilmadasamy.com/	Link contains Course materials, Videos and Assessment Activities related to Computer Networks Lab
		1.Cloud Technology 2.Cloud Technology Lab 3.Computer Forensics 4.Computer Network Lab 5.Devops Technologies	https://www.youtube.com/playlist?list=PL2KKo3oDBLEGo6QhIL1-C1M7ANE-bGi93 https://www.youtube.com/playlist?list=PL2KKo3oDBLEE9cO4_FCssWIVR5T0IvS2M https://www.youtube.com/playlist?list=PL2KKo3oDBLEHBTJp1NUhT8V3H_tphjc3D https://www.youtube.com/playlist?list=PL2KKo3oDBLEHqeMZBBljclxKMWF2avGHf https://www.youtube.com/playlist?list=PL2KKo3oDBLEG-0I_KbEFMBOkseRiQGc_1	Contains Videos
2	Dr. J.Bhavithra Assistant Professor (SS)	Object Oriented Software Engineering	https://bhavithraramesh.wordpress.com/	Link contains Course materials, Videos and Assessment Activities related to Object Oriented Software Engineering
3	Mrs. N.Sumathi Assistant Professor	Cloud Technology	https://sumathinataraj.wordpress.com/	Link contains Course materials, Videos and Assessment Activities related to Cloud Technology
4	Mrs. S.C.Lavanya Assistant Professor	C Programming & Big Data Analytics	https://lavanya6blog.wordpress.com/	Link contains Course materials, Videos and Assessment Activities related to C Programming & Big Data Analytics

5	Mr. R.Muralidharan Assistant Professor	Web/Mobile Application Development	https://github.com/Muralee2418/	Link contains Course materials, Videos and Assessment Activities related to Web/Mobile Application Development
6	Ms. C.Devipriya Assistant Professor	Database Management System	https://devipriyac.wordpress.com/	Link contains Course materials, Videos and Assessment Activities related to Database Management System
7	Ms. C.Jayashree Assistant Professor	Fundamentals of Programming	https://jayashreecin.wordpress.com/	Link contains Course materials, Videos and Assessment Activities related to Fundamentals of Programming
8	Mr. S.Senthil Prabhu Assistant Professor	Introduction to C Programming	https://ersenthilprabhu.wordpress.com/	Link contains Course materials, Videos and Assessment Activities related to Introduction to C Programming



Faculty Blog for Course material sharing

Role play by Students in Classroom

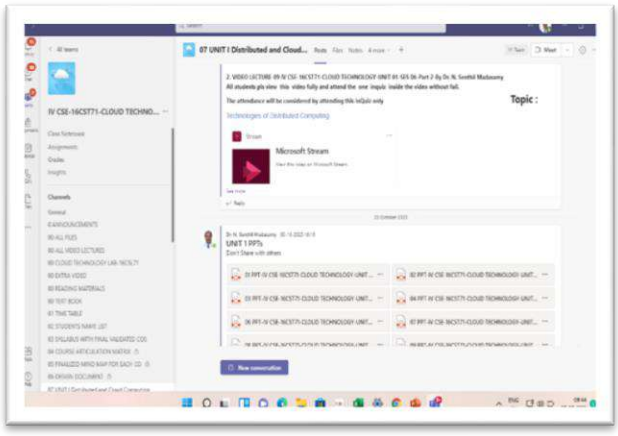
Other initiatives for Teaching and Learning include:

- Conducting Online Classes through MS Teams
- Conducting Programming -Virtual Lab through Elearning@mcet Moodle based portal
- One Credit Courses with partial Course delivery by Industry experts
- Tablet based Learning

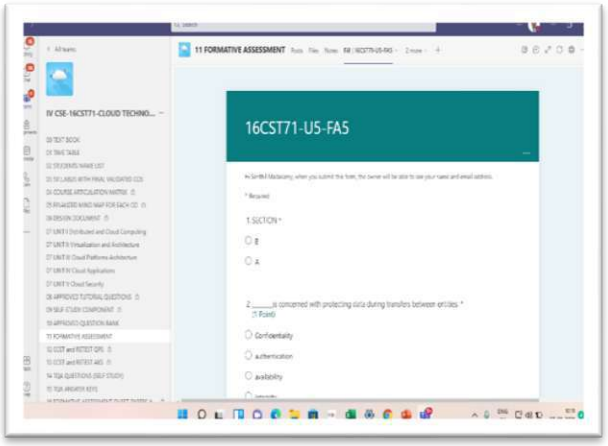
<u>Conducting Online Classes through MS Teams</u>

- Due to Covid pandemic lock down, Online classes are conducted through MS Teams Platform from Academic year 2020-21. Course delivery is done through MS teams meetings as live sessions or Recorded videos. For each course both live and recorded sessions are conducted. Attendance is maintained for both live and recorded video sessions. Doubt Clarification Sessions (DCS) are conducted at least once in a week.
- E-content is prepared in the form of PPTs, PDF, Videos, animations, workbooks, hand-outs and uploaded. OBS Studio, OpenShot Video Editor and Handbrake ICT Tools are used for Creating/Editing Videos.

- Periodic feedback from students and faculty members are received through online portal for further improvement.
- All Formative Assessments (FA) and Quizzes are conducted through MS forms. Internal examinations are conducted using MS Forms as per the schedule released by COE office. End semester examinations are conducted using e-Proctoring portal as per the directives issued by the Affiliating University.



Posting Course contents in MS Teams

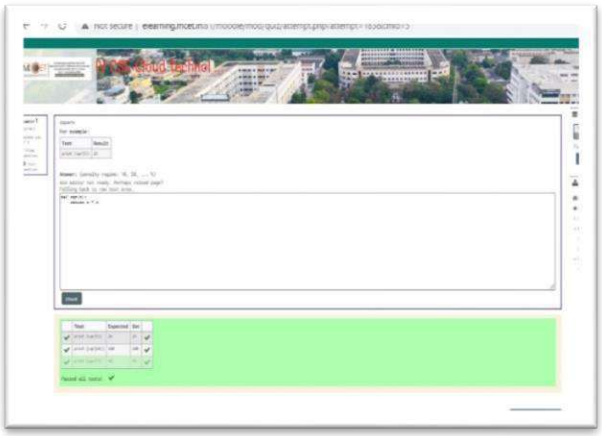


Formative Assessment through MS Forms

<u>Conducting Programming -Virtual Lab through Elearning@mcet Moodle based portal</u>

Laboratory courses related to programming languages such as C and Java, were conducted using e-Learning@mcet Moodle portal hosted on Internal server.

Conducting Lab Experiments in Moodle



Programming Assessment in Moodle

<u>One Credit Courses with partial Course delivery by Industry experts</u>

One credit course shall be offered for a minimum of 15 lecture hours / 30 practical hours duration in a semester. This course will be delivered by faculty members of MCET in association with experts from industries. Every student shall opt for minimum of two 'one credit' courses during semesters III to IV.

One credit course-Devops

One credit course-Routing and Switching Essentials

Tablet based Learning

8" Android tablets were given to all Students to enable them to experience the tablet-based learning as part of their educational process. ICT based teaching learning materials such as videos, presentations and eBooks can be shared through tablets. Students can learn the content at their convenient pace and time. Self-assessment of the students shall be done through Quiz, MCQs etc. Feedback on Teaching Session can be received through pulse questions from students. Formative/TQA assessment can be conducted through tablet, which will be considered for internal mark calculation.

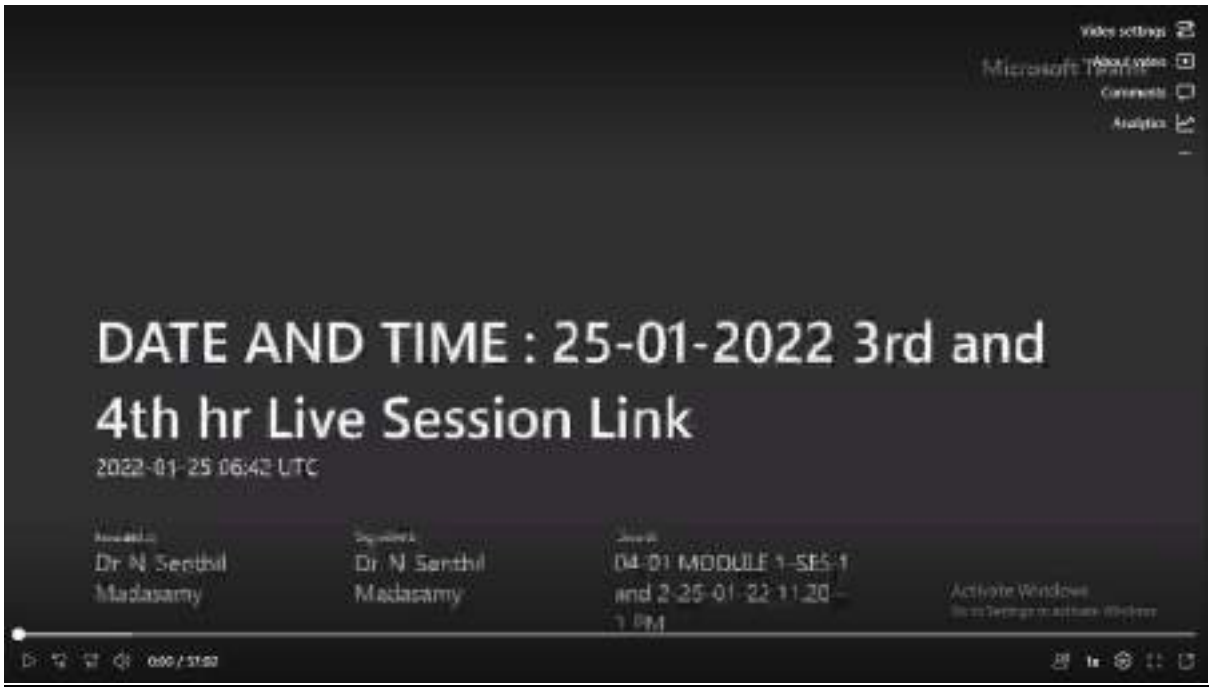
Tablet based Teaching in Classroom

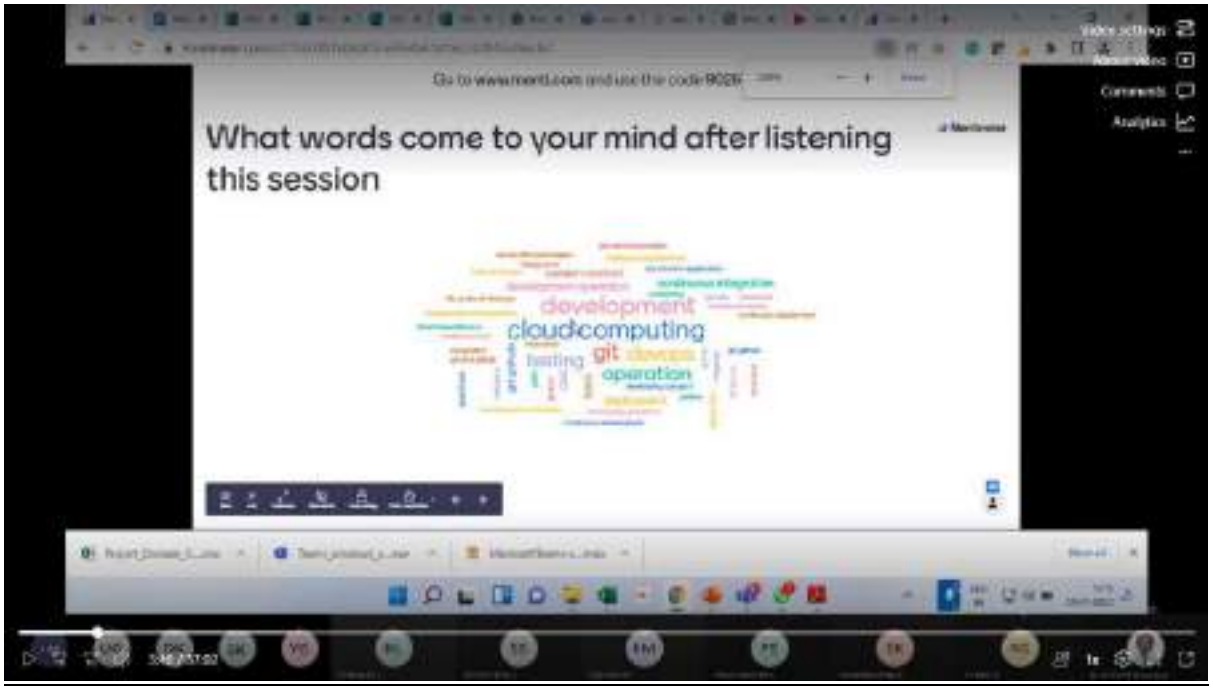
Formative Assessment using Tablet

Dr. Mahalingam College of Engineering and Technology, Polllachi

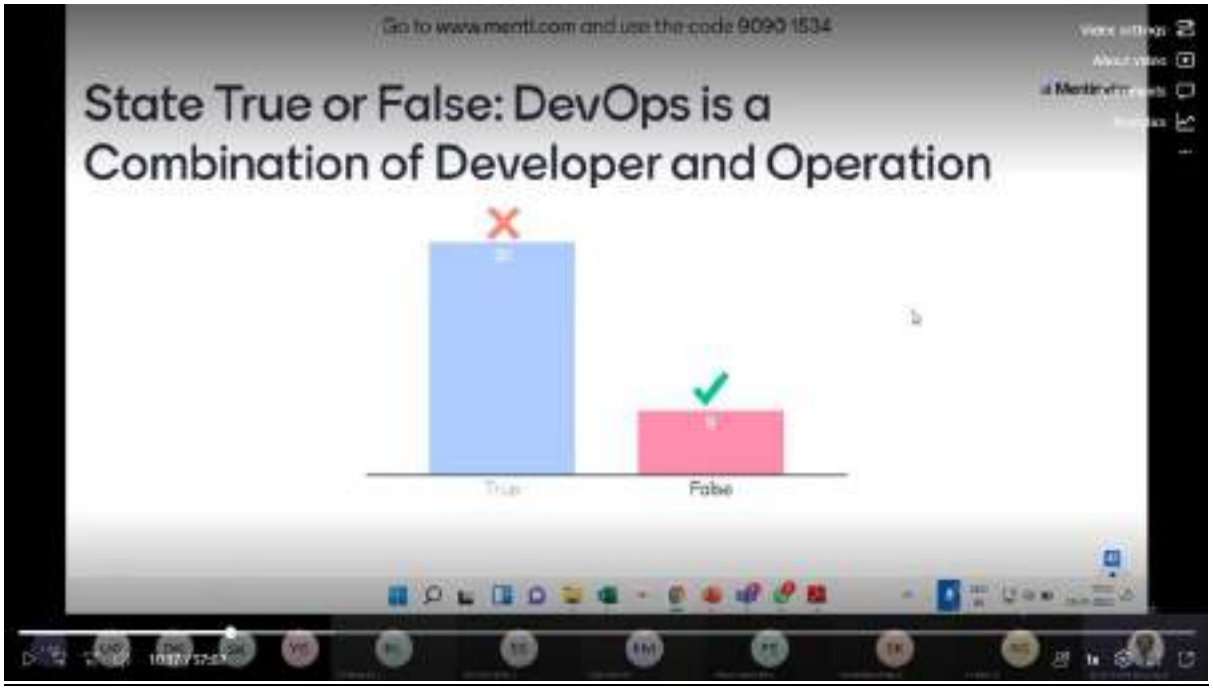
Online Teaching and Learning Practices

USAGE OF GAMING QUIZ DURING LIVE SESSION

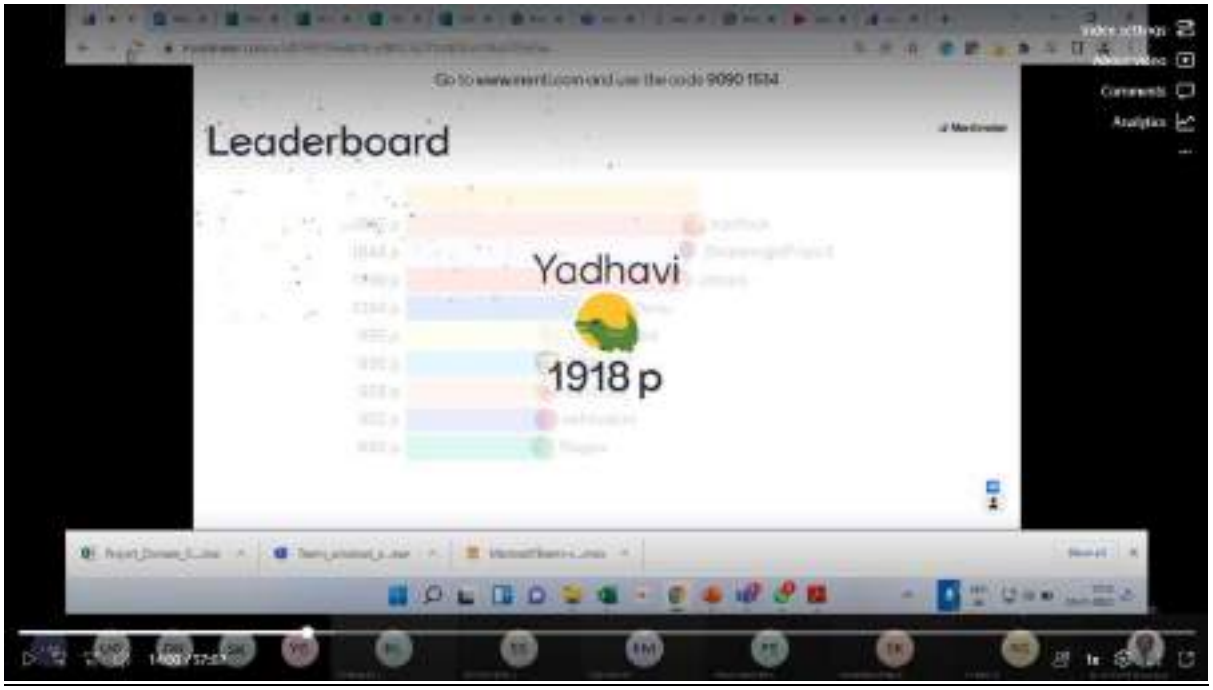



What words come to your mind after listening this session
development
cloudcomputing
git
operation


Go to www.menti.com and use the code 9090 1534


Go to www.menti.com and use the code 9090 1534
State True or False: DevOps is a Combination of Developer and Operation
False


Go to www.menti.com and use the code 9090 1534
Leaderboard
1918 p Yadhavi
1897 p karthick
1848 p ShanmugaPriya K
1798 p Janani
1394 p Renu
955 p Vijayashalini
930 p GOKUL T
928 p sahithya
922 p vetrivelan
899 p Ragav


Leaderboard
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Dr.MAHALINGAM COLLEGE OF ENGINEERING AND TECHNOLOGY
POLLACHI – 642003

MCET/ACT/2021-22 **Date: 03.09.21**

Circular

Sub: Audit of Recorded/live session's course content for IV year B.E, B.Tech ODD semester of Academic year 2021-22 –Reg.

Ref: MCET/ACT/2020-21 dated 05.08.2021.

It is planned to conduct audit of Recorded/live session's course content for IV year B.E, B.Tech ODD semester of Academic year 2021-2022 between 07.09.21 and 11.09.21. In this connection, the following faculty members are nominated as auditors:

S.No	Name of the staff Designation and Department (IQAC Coordinator)	Name of the Staff Designation and Department (E-learning member)	Name of the Program Coordinator, Designation and Department	Name of the OBE Coordinator, Designation and Department	Name of the Exam cell Coordinator, Designation and Department	Name of the Staff, Designation and Department (ACT Members)	Department to be Audited
1.	Dr.P.A.Periasamy, Associate Professor/Chemistry	Dr. N. Senthil Madasamy, Associate Professor/CSE	Mr.M.Giridharadhayalan Asst Prof/Mechatronics	Mr.Sathish Kumar Asst Prof/ Mechatronics	Mr.V.Ramkumar Asst Prof/ Mechatronics	Dr.B.Kannapiran, Prof/ ECE	Mechatronics
2.			Dr. A. Noble Mary Juliet/Assoc Prof/CSE	Ms.S.C.Lavanya, Asst Prof/CSE	Ms.C.Devipriya Asst Prof/CSE	Dr.B.Vinothkumar ,Assoc Prof/EEE	CSE
			Dr.Rama Thirumurugan Professor /Mech	Dr.T.Ramkumar Asst Prof (SS)/Mech	Mr.A.Umashankar Asst Prof/Mech		Mechanical
			Mr.R.Ganesh, Asst Prof/Production	Mr.Sathish Kumar Asst Prof/ Mechatronics	Mr.V.Ramkumar Asst Prof/ Mechatronics		Production
3.			Dr.V.K.Sudha, Prof/ECE	Dr.C.Kalamani, Asst Prof(SS)/ECE	Mr.D.Parthiban, Asst Prof/ECE	Dr.K.Hariharan, Asst. Prof (SS)/Mech	ECE
			Mr.P.Kathirvel, Asst Prof/EIE	Ms.V.Karpagam, Asst Prof(SS)/EIE	Mr.G.Karthikeyan, Asst Prof /EIE		EIE
			Dr.A.B.Arockia Christopher/Asst Prof(SG)	Dr.S.Nithya / Asst Prof(SS)	Ms. L.Meenachi, Asst Prof (SS)/IT		IT
4.			Dr.T.Sakthivel Asst prof (SG)/Civil	Mr.Manikandan Asst Prof/Civil	Mr.P.S.Sathis Kumar Asst Prof/Civil	Ms. L.Meenachi, Asst. Prof (SS)/IT	Civil
			Dr.M.Kaliamoorthy, Assoc. Prof/EEE	Ms.K.Saranya, Asst. Prof /EEE	Ms.K.Durgalakshmi, Asst Prof /EEE		EEE
			Dr. Karthick Jeyaraman Assoc Prof/Auto	Dr.S.K.Ashok Asst Prof (SS)/Auto	Mr.Vishnurameshkumar Asst Prof/Auto		Automobile

The Head of Departments are requested to inform the faculty members to submit the ODD semester Recorded/Live sessions course materials for the audit. Auditors are asked to submit their audit observations to the Coordinator ACT on or before 15.09.21.

Principal

Copy to: All HoD's with a request to inform PC, OBE, ECC members, IQAC & E-learning team

Dr. Mahalingam College of Engineering and Technology, Pollachi – 642003.

ANNEXURE- Quality Parameters for Teaching and Learning Process

05.08.2021

Quality Parameters	Remarks
Audit of Recorded/Live Session • Size of the video • Length of the video • Quality of video. • Clarity of voice in recording. • Presence of instructor in formal dress code in video • Clearly states the learning outcomes /objectives of the session /Provides a clear overview of the content to be delivered • Presentation of content clearly. • New technology used for solving problems. • Summarizes key points at the end of the video. • Incorporation of Video Inquiz. • Mentioning reference materials like text book/reference book / any other reading materials for the particular sessions.	
Randomly Monitoring of Online Classes • Posted link in MS Team class as per the time table • Timely start and end of a Class as per the time table • Monitoring of students attendance • New technology used for solving problems. • Recording of live sessions properly. • Explaining with real time examples. • Interacting with students by asking questions and clarifying doubts • Engaging the classes for 45 minutes. • Best practices followed	
Regular Audit of Online course content **Course Content (PPT & Video Lectures)** • Content Review Process (whether process includes well curated course content- video contains annotations/ ppts are self-contained with examples) • No of videos/unit -whether minimum requirements met (atleast 8/unit is preferred) • DCS/Live sessions are conducted as per the guidelines. • Doubt Clearance Sessions/Live Sessions • Recordings of live sessions made available • Whether interaction was found during DCS/Live sessions **Attendance** • Attendance Recording mechanism(whether inquizzes have been given and closed within the same day) • Attendance for the live sessions (MS teams attendance) • Attendance monitoring mechanism found with regular follow up of students from department and improved	

Assessments • Assessments are Conducted as per guidelines(Number of assessments, questions & timing to be verified) • Is study materials shared to students? • (Recommended instructional material types are self-learning Contents, ppts, pdfs, handouts tutorial problems, quizzes, question banks, books etc.) • Whether TQA marks have been alloted as per guidelines **Student Engagement Activities-General Aspects** • Schedule of student engagement Activities adheres to prescribed guidelines • List of supporting records Maintained by Departments • Have you used existing resources like video lecture/ppts • Best practices (if any) • Any other issues reported	
Collection of Feedback from students-Live • Conducted online classes as per the time table • Mode of delivery by faculty(Labtop/Mobile) • Able to understand content delivered (Recorded/Live) by faculty • Asking questions by students and clarifying the doubts by faculty • Faculty Taking effort to solve the problems using new technology • Students attending Video Inquizzes regularly • Formative Assessment is conducted for each unit. • Assignment/Tutorial is given for each unit • Providing Learning material and Question Bank for each unit	

PRINCIPAL

Dr. Mahalingam College of Engineering and Technology, Pollachi – 642 003

Audit Phase 1-Student Engagement Activity-II and III Year

Academic Year: 2020-21

Audit Date: 30-07-2020 and 31.07.2020

Name of the Auditors:

Dr.V.K.Sudha, Professor/ECE	- Audited for Department of IT and Mechatronics
Dr.A.Sakthivel, Associate Professor/EEE	- Audited for Department of ECE and Civil
Dr.A.Noble Mary Juliet, Associate Professor/CSE	- Audited for Department of EEE and EIE
Dr.R.Gnanaguru, Associate Professor/Mech	- Audited for Department of CSE and MCA
Dr.M.Kaliamoorthy, Associate Professor/EEE	- Audited for Department of Mech and Auto

Audited Comments: Comments were presented and discussed through online (MS Teams) as per PPT Attached.- 03-08-20

Auditor-Member Secretary
[Dr. V. K. Sudha, Professor/ECE]

PRINCIPAL

Fwd: Audit-Phase-I-Student Engagement Activity-Reg.

hod_cse@drmcet.ac.in <hod_cse@drmcet.ac.in>
Fri 7/24/2020 17:02
To: csestaff <csestaffs@mcet.in>
Cc: Noble Mary Juliet A <cse.julie@drmcet.ac.in>

1 attachments (18 KB)
Audit Check List and Scope_Final Version.xlsx;

From: principal@drmcet.ac.in <principal@drmcet.ac.in>
Sent: Friday, 24 July 2020, 12:57
To: HODs; PA
Subject: Audit-Phase-I-Student Engagement Activity-Reg.

Sir/Madam,

It is planned to audit the Phase I (July 1st - 15th) Student Engagement activity of II and III years. HoDs are asked to submit the pre-audit data sheet (attached) on or before 28th July. The audit will be conducted on 30th and 31st July.

Faculty members nominated as Auditors are:

1. Dr.V.K.Sudha - IT and Mechatronics
2. Dr.A.Sakthivel - ECE and Civil
3. Dr.A.Noble Mary Juliet - EEE and EIE
4. Dr.R.Gnanaguru - CSE and MCA
5. Dr.M.Kaliamoorthy - Mechanical and Automobile

Auditors are asked to submit their audit observations in the enclosed template by 3rd August 2020.

Dr.A.Rathinavelu
Principal
Dr. Mahalingam College of Engineering and Technology
Pollachi - 642 003

Meeting-Student Engagement Activity-Audit-Reg.

principal@drmcet.ac.in <principal@drmcet.ac.in>

Wed 7/29/2020 13:37

To: sudhashree <sudhashree@drmcet.ac.in>; kaliamoorthy <kaliamoorthy@drmcet.ac.in>; ersakthi <ersakthi@drmcet.ac.in>; Noble Mary Juliet A <cse.julie@drmcet.ac.in>; Gnanaguru R <drguru@drmcet.ac.in>
Cc: priya@drmcet.ac.in <priya@drmcet.ac.in>; Dr. N. Senthil Madasamy <senthilmadasamy@drmcet.ac.in>

Sir/Madam,

Dr.V.K.Sudha is nominated as Member Secretary for the Student Engagement Activity Audit.

In this regard, a meeting of all auditors is scheduled at 5.30 pm today(29-07-2020).

The Member Secretary is asked to maintain the relevant records and the minutes of Meeting.

Dr.A.Rathinavelu
Principal
Dr. Mahalingam College of Engineering and Technology
Pollachi - 642 003

ELearning Audit Phase I Report

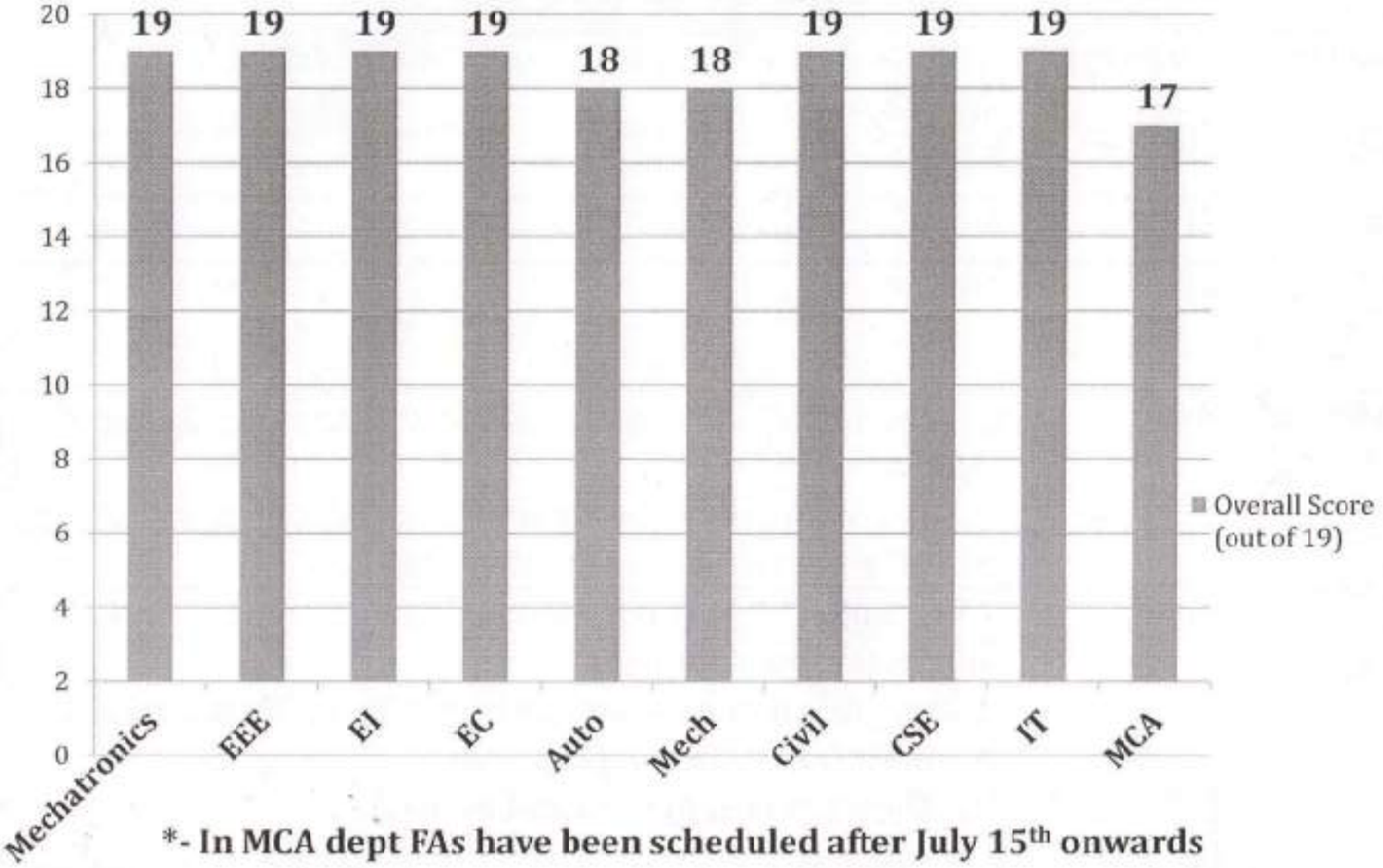
Parameters

		Circuit Stream				Core Stream			IT Stream		
Headings	**Parameters**	**Mechatronics**	**EEE**	**EI**	**EC**	**Auto**	**Mech**	**Civil**	**CSE**	**IT**	**MCA**
Course Content	1. Prepared as per guidelines	F	F	F	F	PF	PF	F	F	F	F
	2. Content Review Process	F	F	F	F	F	F	F	F	F	F
Doubt Clearance Sessions/ Live Sessions	3. DCS/Live sessions adheres to guidelines.	F	F	F	F	F	F	F	F	F	F
	4. Recordings	A	A	A	A	A	A	A	A	A	A
	5. Attendance monitoring	F	F	F	F	F	F	F	F	F	F
Formative Assessments	6. Conducted as per guidelines	F	F	F	F	F	F	F	F	F	Not yet started.
SEA General Aspects	7. Schedule of SEA adheres to guidelines	F	F	F	F	F	F	F	F	F	F

F- Followed (score-3)
PF-Partially Followed (score -2)
NF-NotFollowed (score-1)

A-Available (score-1)
NA-NotAvailable (score-0)

Overall Audit Score



*- In MCA dept FAs have been scheduled after July 15th onwards

Consolidated Remarks

	Departments	Remarks Consolidation
Circuit Stream	Mechatronics	1.Live session recordings can be made available to students
	EEE	Nil
	EI	Nil
	EC	Nil
Core Stream	Auto	1. Presenter View is not attached at beginning & End of videos 2. Some courses can be reviewed in coordination with expert member from other department
	Mech	1.Presenter View is not attached at beginning & End of videos for few courses 2.Some relevent courses can be reviewed by the expert member from other department (Ex:Data science, python and AI, Etc)

Consolidated Remarks

Core Stream	Civil	Some of the video size was beyond 50 MB
IT Stream	CSE	Nil
	IT	In few cases, Videos are shared through MS stream rather than MS teams In few cases MS forms were posted in whatsapp groups rather than MS teams
	MCA	Nil

Best Practices

	Departments	Best Practices Consolidation
Circuit Stream	Mechatronics	One OCC course" Introduction to Machine learning using MATLAB" was linked to coursera course. Students enrolled in OCC course also enrolled in coursera course and doubts in that coursera course are clarified during doubt clearing session.
	EEE	Live demo classes are conducted(IOT). Students have operated devices remotely and gave positive feedback about the sessions. Additional Guidelines and online tools suggested to learn more for few fast learners Individual Assignments submitted by all students
	EI	• Faculty recommended Online simulation tools for more understanding of concepts. • Individual Assignments submitted by all students. • Class committee meeting conducted to get feedback about this activity. Students and parents gave positive feedback
	EC	-

Best Practices

Core Stream	Auto	1. Content Engagement Analysis is done in order to findout which content is mostly liked by the students, their interests etc based on the strike rate of video and documents 2. Students are encouraged and appreciated by faculties using the "Praise" banner in MS Teams for the motivation and enhance the learner engagement
	Mech	During DCS session students are asked to raise their hand once in three minutes to ensure their active participtionn
	Civil	Faculty infomed the students to submit their assignments after plagiarism check through online.
IT Stream	CSE	1.2nd year CSE students are registered 'Data structure' certification course in IIT-B. 2. Mini projects for OCCs. 3. Poll questions.
	IT & MCA	

Common Issues Reported

- Students requested break(minimum 15 minutes) between sessions.
- Students felt difficult to answer the FA- descriptive questions with in given time.
- Students interaction was poor during initial interaction classes.
- Confrontation between no of views and in-quiz responses
- Initial phase of video preparation was tough.
- In quiz videos are not working most of the time(Report received from students)
- DCS/Live cannot be recorded continuously. Interruptions occurs in few cases
- Students from remote villages does not have the access to internet facility, so they are given separate assessment
- Team activities are missing in PS-5 course(cannot be conducted).
- Hand on training is missing in software related courses.