# Roles & responsibilities of Assessment commitee Members

## Department Assessment Coordinator

1. Coordinator has to frame committee members based on the composition required. Better to have two senior faculty, exam section member, IT member, IIPC member, Alumni Committee member, professional society member, T&P member and Head of the Department.
2. Coordinator has to frame department assessment schedule on discussing with HOD before the commencement of the academic year.
3. Coordinator should call up members for minutes to plan for committee activities and to observe the progress.
4. Coordinator has to generate and monitor the reports as per the year planner and to be forwarded to the concerned persons for action.

## Senior Faculty

1. Senior faculty nominated as member in assessment committee should take the responsibility of reviewing of course mappings with PO/PSOs as per the year planner. At least four faculties (course coordinator, module coordinator, Head of the department and senior faculty nominated in assessment committee) should present for reviewing the course outcomes.
2. Senior faculty should consolidate the finalized course mapping and copy to be forwarded to assessment coordinator.
3. Steps 1 to 2 are to be followed when new regulation is released.
4. Senior faculty has to take responsibility in consolidating the attainments, observations and suggestions forwarded from module coordinator.
5. Consolidated Academic year attainment, observations and suggestions to be submitted to assessment committee coordinator for review and further action.
6. Senior faculty members in committee are responsible to update file F-78A, F-78B, F-78F,F-78K.

## Exam section members

1. Members should take initiation in conducting pre question analysis for each course in co-ordination with assessment coordinator, module coordinator & course coordinator.
2. Member in the committee has to collect bundles of class tests, mid examinations along with question papers, Post quality question paper analysis reviewed by respective module coordinator and scheme of valuation (F-78H).
3. Assessments performance to be recorded as on date.
4. Exam section member in coordination with coordinator should schedule and conduct quality check for student exam paper evaluation and report must be submitted to coordinator (F-78I).
5. Reports to be forwarded to the committee coordinator for monitoring and to find further actions.

**Internal Training, T&P, IIPC, Professional society members**

1. JNTUK Curriculum may not meet the requirements for attaining all the POS/PSOS in such cases additional modules/activities need to be included in the curriculum to bridge the curriculum gap.
2. As the syllabus for the courses is prescribed by JNTUK, and course outcomes are defined by course coordinator in the institution hence there may exist chance to have gap which can be prescribed by the course coordinator.
3. IIPC member should identify industry interaction requirements (gaps) and need to conduct assessment for the activities planned.
4. Professional society member has to monitor and assess the technical events indentified to fill the gaps defined by the stake holders.
5. Internal training member take the responsibility in imparting technical knowledge to students as certification courses etc which are to be assessed at the end of the academic year.
6. Training and placement member has to propose training activities which help for the career development of the student.
7. Training and placement member should record the employer's feedback for development of student quality.
8. In addition to these some other committee (arts and culture, sports and games) has to present activities beyond the curriculum.
9. All the proposed activities by different committee members are reviewed and finalized by committee members for execution.
10. At the end of the academic year all the respective committee members involved in the assessment need to finalize the attainment of POs/PSOs through their activities and to be forwarded to assessment coordinator.

**Alumni member**

1. Member has to take responsibility in updating the vision mission statements of the department based on the requirement of stake holders as and when required (78D).
2. Gaps proposed by all stake holders in enriching the curriculum/exposure of students to the outside world are to be recorded and need to be presented in the meetings.
3. Alumni member has to finalize the indirect attainment by collecting feedback from stake holders (exit students, parents, Alumni) on PO/PSOs.
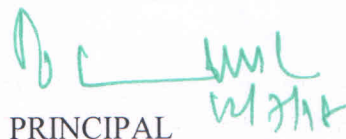
**Time Table member**

1. Member has to take responsibility to develop review schedule based on the requirement in concern with coordinator.
2. Member should prepare the timetables based on the finalized activity plan.
3. Time table committee has to take responsibility to get collect preferences for the elective subjects (F-82) and report to be forwarded to assessment committee coordinator

## Module coordinators

1. Module coordinators should review the course mappings with respective PO/PSOs.
2. Module coordinator should review quality of question bank submitted by the course coordinator in presence of two senior faculty allotted in assessment committee before the commencement of mid examinations.
3. Module coordinator should verify the post question paper quality analysis and should record the deviations identified. Report should be forwarded to the Committee coordinator for further action.
4. Module coordinators should verify the attainment sheets (excel) after the announcement of revaluation result of the connected courses in the module.
5. Module coordinator in concern with the respective course coordinator should review the attainment of the course and record observations, suggestions for improvement of attainment in successive academic years.
6. Recorded attainments, observations, suggestions are to be forwarded to senior faculty for consolidation.

## Head of the Department

1. Total courses in the curriculum are to be grouped in to modules assigned to module coordinators based on their specialization and no of times that particular subject taught.
2. Head of department should participate in review while finalizing course mappings with respective PO/PSOS.
3. Head of the department should review report submitted by assessment coordinator on deviations absorbed in the post quality analysis of internal assessment question papers and action to be planed for further improvement.
4. Head of the department should review report submitted by assessment coordinator on deviations absorbed in evaluation of internal assessment papers and action to be planed for further improvement.
5. Head of the department has to review finalized attainment analysis submitted by the coordinator.
6. Head of the department need to summarize the course end suggestions and corrective actions should be proposed for the improvement in attainment of PO's/PSO's for successive academic years (F-78L).
7. Head of the department has to make strategic plan for continuous improvements of POs/PSOs.
8. Head of the department should fix targets for the course for current Academic Year by as per the plan (F-78J).

PRINCIPAL