St. Ann's College for Women

(Autonomous) Affiliated to Osmania University
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ISO 9001:2015 ISO 14001:2015

CRITERION - VI

GOVERNANCE LEADERSHIP AND MANAGEMENT

6.5 Internal Quality Assurance System

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Quality Connect

6.5.2 Example of Institutional Reviews and implementation of teaching learning reforms facilitated by the IQAC

6.5.2 Additional Information

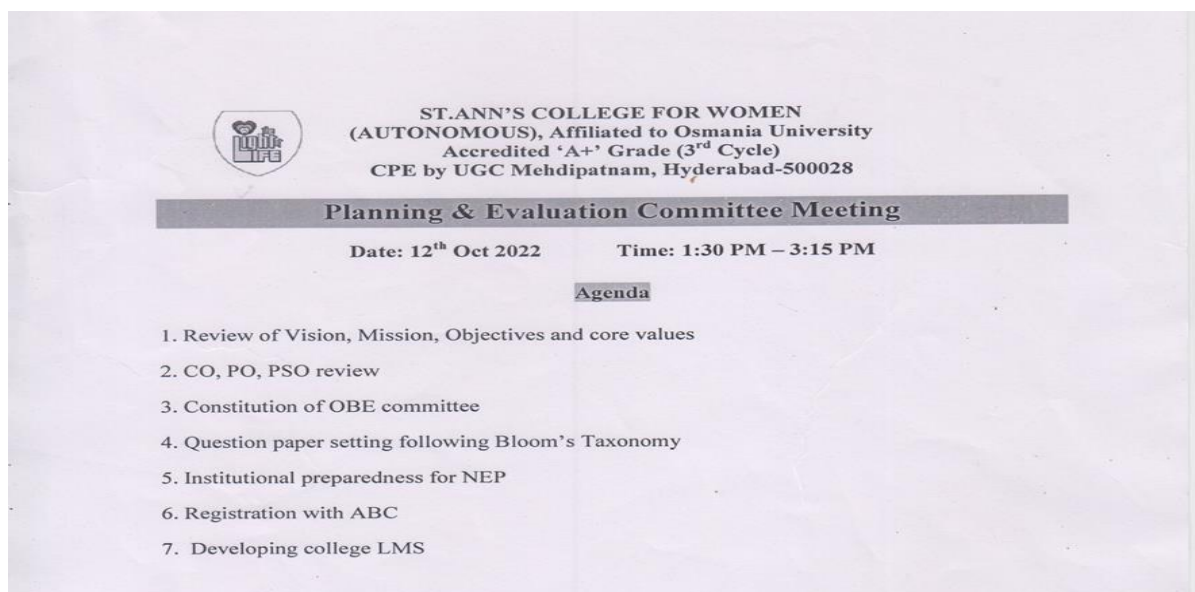### Example 2: Outcome Based Education

Example 2: Outcome Based Education	Minutes of Planning and Evaluation Committee Meetings
	COs, PSOs and PSOs
	OBE Policy Link

Example 2: Outcome Based Education

➕ **Minutes of Planning and Evaluation Committee Meeting: 12-10-2022**

ST.ANN'S COLLEGE FOR WOMEN
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CPE by UGC Mehdipatnam, Hyderabad-500028

Planning & Evaluation Committee Meeting

Date: 12th Oct 2022   Time: 1:30 PM – 3:15 PM

Agenda

1. Review of Vision, Mission, Objectives and core values
2. CO, PO, PSO review
3. Constitution of OBE committee
4. Question paper setting following Bloom's Taxonomy
5. Institutional preparedness for NEP
6. Registration with ABC
7. Developing college LMS

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PLANNING & EVALUATION COMMITTEE

MINUTES OF THE MEETING

Date: 12th Oct 2022   **Time: 1:30 PM – 3:15 PM**   **Venue Conference Hall**

Planning & Evaluation committee meeting was held on 12th October 2022 at 1:30 pm.

List of Members	Members present
1. Dr. Sr. P. Amrutha-Chair Person	1. Dr. Sr. P. Amrutha
2. Dr. Smita Asthana- Convener	2. Dr. Smita Asthana
3. Dr. Radhai	3. Dr. Radhai
4. Dr. Meena Patangay	4. Dr. Meena Patangay
5. Dr. Nirmala Xavier	5. Dr. Nirmala Xavier
6. Dr. Venugopal	6. Dr. Venugopal
7. Dr. Sarala	7. Dr. Sarala
8. Mrs. Vijayavalli	8. Mrs. Vijayavalli
9. Mrs. Srikala	9. Mrs. Srikala
10. Mrs. Anuradha	10. Mrs. Mahitha
11. Mrs. Mahitha	11. Mrs. Sylaja
12. Mrs. R. Bhramara Sree	12. Mrs. Jyothi
13. Mrs. Sylaja	13. Mrs. Santoshi
14. Mrs. Jyothi	14. Mrs. B. Aparna
15. Dr. Santoshi	15. Dr. A. Mary Francina
16. Mrs. B. Aparna	16. Mrs. R. Bhramara Sree
17. Dr. A. Mary Francina- Secretary	

Members Absent

1. Dr. Venugopal

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Agenda

1. Review of Vision, Mission, Objectives and core values

2. CO, PO, PSO REVIEW

3. Constitution of OBE committee

4. Question paper setting

5. Institutional preparedness for NEP

6. Registration with ABC

Minutes

- Dr. Sr. P. Amrutha welcomed the members for the meeting and briefed the committee on the agenda for the meeting.

- Dr. Smita Asthana started the deliberation by spelling out that planning and evaluation committee is the decision making committee to introduce changes.

- Dr. Smita proposed on reviewing the Vision, Mission, Objectives and Core values of the college. The discussion concluded with the following:
  - ✓ Vision is well defined and can be retained
  - ✓ Mission and objectives need to be reworked
  - ✓ Committee to work on revising the mission and objectives was formed. The members are as follows
    1. Dr. C. Vijayavalli
    2. Dr. A. Mary Francina
    3. Ms. Aparna
- The committee decided to prepare guidelines to inform the departments to frame Program outcome (PO), Program Specific outcome (PSO), Course outcome (CO). The following conclusions were drawn
  - ✓ 4 or 5 program objectives broadly for the programs like BBA, BA, B.Sc, B.Com, MBA, MCA, M.COM, M.Sc.

- ✓ POS's to be written for specialisation under each program. Ex. B.Com (Hons), B.COM (General) etc.
- ✓ 1 CO for each unit
- ✓ LOCF of UGC can be referred to frame CO, PO, PSO
- ✓ Graduate attributes need to be checked to develop PO, PSO, CO
- ✓ Committee for developing guidelines for PO, PSO, CO was constituted. The members are:
  1. Ms. Mahitha
  2. Ms. Shailaja
  3. Dr. Santoshi
  4. Ms. Bhramara
- Discussion on Question paper setting was initiated in the meeting. The following points were deliberated:
  - ✓ Reforms can start at CIA level
  - ✓ MCQ type questions can be for CIA II
  - ✓ 50% of questions can be on HOTS (High order thinking skills)
  - ✓ Examiners should be given detailed guidelines for setting question paper according to revised Blooms Taxonomy.
  - ✓ Committee to review the question paper was formed. Following are the members
    1. Ms. Jyothi
    2. Ms. Anuradha
    3. Ms. Sujatha
    4. Ms. Nishath
- Dr. Smita proposed committee to work towards implementation of Outcome based Education headed by Mrs. C. Vijayavalli. Members of the committee are drawn from various departments who will works towards monitoring adherence to guidelines proposed by Institution w.r.t PO, PSO, CO.

- Mrs. Radhai was asked to give a talk on course outcome and program outcome mapping

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Dr. Smita suggested that institution should proceed to register with Academic Bank Credit. The registration will help students to access their verified documents online.

• Principal and Dr. Smita suggested the areas of focus w.r.t Institutional preparedness for NEP- Skill development, Indian Knowledge system, Outcome Based Education and Teaching in Indian Languages. The following suggestions were made by the members.

  ✓ For teaching in Indian Languages the suggestions are- Conduct remedial classes in regional language, develop glossary of technical words in local language, Audio recording of lecture sessions in regional language, Applications from faculty can be called for submission of e content in regional language and management can announce some incentives for doing so.

• Dr. Smita urged the members to suggest ideas for developing a robust Learning Management System. The discussion are:

  ✓ Making the e content available to students.

  ✓ HoD's can consolidate the PPT's, videos, question paper and question bank to be made available on the LMS.

  ✓ Moodle, Canvas instructor, ginomiya platforms can be used for LMS as it is user friendly.

  ✓ Question banks have to be classified according to revised Blooms Taxonomy.

  ✓ Ms. Aparna was asked to come with a plan of action for developing and usage of LMS with the college domain id's.

• Dr. Nirmala Xavier was assigned the responsibility to collect resources from all the departments for LMS. The data to be collected are syllabus, course content, question paper and question banks etc.,

Resolutions

The following resolutions were made

➤ Committee for Revision of Mission and objectives of the college was formed

➤ Revised Blooms Taxonomy to be implemented in framing the PO, PSO and CO.

➤ Program objectives have to be developed by the committee and shared with the department heads.

➤ Committee for developing the guidelines for PO, PSO, CO was constituted

➤ Committee to review question paper was formed

➤ All the sub committees formed were asked to submit the observations and suggestions to Planning and Evaluation committee for discussion and finalization.

➤ Introduction of Outcome based education committee from AY 2022-23.

➤ Session on course outcome and program outcome mapping to be conducted shortly.

➤ College has decided to go for Academic Bank Credit registration.

➤ Measure can be taken to teaching in Indian Languages.

➤ Uploading the data in LMS

Committee decided to have a follow up meeting on 21st Oct 2022.

Dr. Sr. P. Amrutha
Principal
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➕ **Minutes of Planning and Evaluation Committee Meeting: 21-10-2022**

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PLANNING & EVALUATION COMMITTEE

MINUTES OF THE MEETING

Date: 21st Oct 2022   Time: 2:00 PM – 3:40 PM   Venue Conference Hall

Planning & Evaluation committee meeting was held on 21st October 2022 at 2:00 pm.

List of Members

1. Dr. Sr. P. Amrutha-Chair Person
2. Dr. Smita Asthana- Convener
3. Dr. Radhai
4. Dr. Meena Patangay
5. Dr. Nirmala Xavier
6. Dr. Venugopal
7. Dr. Sarala
8. Mrs. Vijayavalli
9. Mrs. Srikala
10. Mrs. Anuradha
11. Mrs. Mahitha
12. Mrs. R. Bhramara Sree
13. Mrs. Sylaja
14. Mrs. Jyothi
15. Dr. Santoshi
16. Mrs. B. Aparna
17. Dr. A. Mary Francina- Secretary

Members present

1. Dr. Sr. P. Amrutha
2. Dr. Smita Asthana
3. Dr. Radhai
4. Dr. Meena Patangay
5. Dr. Nirmala Xavier
6. Dr. Venugopal
7. Mrs. Vijayavalli
8. Mrs. Srikala
9. Mrs. Sylaja
10. Mrs. Jyothi
11. Mrs. Santoshi
12. Dr. A. Mary Francina
13. Mrs. R. Bhramara Sree

Members Absent

1. Dr. Meena Patangay
2. Mrs. Mahitha
3. Mrs. B. Aparna
4. Dr. Sarala

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Agenda

1. Revision of mission, objectives and core values

2. Guidelines for framing POs, PSOs & COs

3. National Unity Day celebrations

Minutes

- Dr. Sr. P. Amrutha welcomed the members for the meeting.

- Mrs. Vijayavalli presented the mission statements. 5 mission statements presented were

  a. To create and promote excellence in academics by providing diversified and industry oriented curriculum, collaborations and engaging in initiatives of continuous improvement.

  b. To strengthen the critical and creative skills of students through experiential learning that foster employability and entrepreneurship.

  c. To nurture a culture of lifelong learning to build ethically, morally and socially responsible citizens.

  d. To provide educational experience that transforms the students through research and scholarship, skills and values leading to true empowerment and a strong sense of self worth.

  e. To empower the marginalized section to join the main stream by providing equal opportunities for excellence.

- After a thorough discussion the following suggestions were given by various members for revision of mission statement

  - To retain few key words from the previous mission statement like body, mind and spirit.

  - To replace scholarship with another word

  - To change the last mission statement to women empowerment.

- Mrs. Vijayavalli also presented the objectives and values to the members and seeked their suggestions.

- Ms. Sylaja presented guidelines for Program outcomes (PO), Program Specific outcomes (PSO), Course outcomes (CO). The following guidelines for POs were presented:

  - POs are expected to be aligned closely with graduate attributes and mission of the institution.

  - An example of the statement to be mentioned before the POs was suggested "After the successful completion of the three-year _____ programme, the graduate will be able to:"

  - PO must be directly related to the academic discipline of the program.

  - PO must be SMART- Specific, Measurable, Achievable, Realistic and Timely.

  - PO must be focused on learning outcomes rather than curricular inputs.

  - Demonstration verbs are an important part in defining outcomes.

- Sample POs of general Higher Education Programmes proposed by NAAC was also presented.

- Sample POs for B.Com, B.Sc, BBA and BA were also presented.

- Guidelines for Program Specific Outcomes (PSOs) were presented. The guidelines are:

  - PSOs are specific to a program

  - 3-4 PSOs are to be written

  - PSOs are to be decided by the HODs in collaboration with the department experts.

  - PSOs are domain specific (Knowledge, Skills and attitudes)

- Few PSOs of various programs were presented by the committee

- Guidelines for Course Outcomes (COs) were presented. The guidelines are:

  - Two main components of COs are:

    a) An action word that identifies the performance to be demonstrated.

    b) Learning statement that specifies what learning will be demonstrated in the performance.

  - Three types of COs:

    a) Cognitive Outcomes

    b) Behavioural Outcomes

    c) Affective Outcomes

- Dr. Smita Asthana proposed to have celebrations in college on occasion of National Unity Day through IQAC. Committee for planning the celebrations was constituted. The members of the team are:

1. Mrs. D. Srikala
2. Dr.A.Mary Francina
3. Ms. Bhramara Sree

Resolutions

The following resolutions were made

- Formulate 4 mission statements and 6 objectives with key emphasis on academic excellence, skill, enhancement and women empowerment.

- To retain the previous core values of the college.

- To have 5 Program Outcomes. PO 1 on Academic Excellence, PO 2 on Skill Enhancement, PO 3 on critical thinking and communication, PO 4 on Ethics & Values and PO 5 on Lifelong learning.

- Each program to have 3 Program Specific Outcomes

- To use Revised Blooms Taxonomy verbs while framing POs, PSOs and COs.

- Each course should be designed to meet 4 COs.

- National Unity week celebration to be hosted in college from 25th Oct to 31st Oct 2022.

Committee decided to meet on 26th Oct 2022.

Dr.Sr.P.Amrutha
Principal
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COs, PSOs and POs: https://stannscollegehyd.com/p-op-s-oc-o/

OBE Policy: https://stannscollegehyd.com/wp-content/uploads/2023/09/OBE-policy.pdf