

PSN ENGINEERING COLLEGE

Melathediyoor, Palayamkottai Taluk, Tirunelveli District, Pin - 627 152.

(Approved by AICTE and Affiliated to Anna University)

An ISO 9001 : 2015 Certified Institution

Website : www.psnec.ac.in Email : principal@psnec.ac.in

☎ 04634-279078, 279079 Fax : 04634-279078



1.1 CURRICULAR PLANNING AND IMPLEMENTATION

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process including academic calendar and conduct of continuous internal Assessment:

The college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the University through its Boards of Studies.

The college ensures effective curriculum delivery through systematic and strategic transparent mechanism:

Academic calendar:

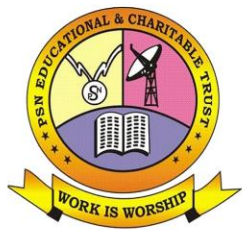
- The college follows the Academic calendar issued by the University and executes it rigorously.
- The Heads of Departments conducts the meetings to distribute workload, allot subjects, plan the activities of the department and to review the completed syllabus.
- The Principal monitors the effective implementation of the Calendar through formal meetings with Heads of Departments and if necessary informal discussions with faculty.

Time-Table Committee:

- The college constitutes the Time Table committee.
- The Time Table is prepared by respective departments.
- The Time-Tables are displayed on the Notice Board and also uploaded on the college website.
- The syllabus link of University is also provided to the students.

Teaching Plan and Teaching Diary:

- Teaching plan is prepared by every faculty member at the beginning of academic year.
- They record the conduct of teaching and practical in the diary.
- Periodic assessment of curriculum delivery is conducted by IQAC through HODs.
- The faculty engages extra periods and practical as and when necessary and maintains their records.



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Laboratories:

- There is optimum utilization of well-equipped laboratories for curriculum delivery of practical.
- The students maintain the practical journals and the results are certified by the faculty along with HOD.

Teaching Aids:

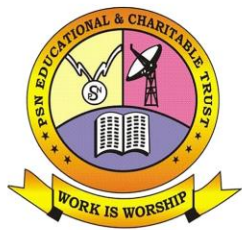
- The faculty uses charts, maps, models and specimens along with chalk and board.
- Methods like seminar, group discussion, quiz, case study for effective delivery of curriculum.
- Study materials, notes and question banks are provided in the class and through mails.
- Educational field visits, industrial visits, tours are organized.
- Group projects are assigned to teach them team spirit, sharing and develop presentation, research skills.
- Social sites such as YOUTUBE, WhatsApp etc. are used for effective teaching. ICT based materials are uploaded on the college website.
- Guest lectures, Expert lectures and guidance by departmental Alumni are engaged.
- Internet, Computer, LCD projectors and other Audio- visual aids are utilized on regular basis.

Department library:

- Each Department maintains a Department Library to facilitate the students to access to latest books available in concerned subjects and topics.
- The books are issued to the students as and when needed by them.
- The record of the same is maintained in Department Library and Issue register maintained by all the Department

Teacher support:

- The college encourages the faculty to participate in Orientation and Refresher courses to update their knowledge of subject.
- The college encourages the faculty to attend the meetings of BOS and syllabus restructuring workshops.



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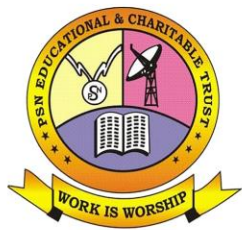
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- The college takes initiative and encourages staff to attend workshops organized by the University for effectively implementing the CBCS method of imparting curriculum.
- The Choice Based Credit System (CBCS) is implemented for enabling choice for selection of Elective papers to the students.
- This system (CBCS) is introduced from the year 2016-17.
- New recruits are given orientation regarding teaching methodologies.

Feedback:

- The college collects the feedback from the faculty, students, alumni and parents.
- The collected feedback is analysed using different parameters and the performance of the students, faculty and institution is assessed.
- Any discrepancies identified are considered for correction and suggestions are taken for improvement.
- Formative assessment is done to identify gaps in students knowledge which helps to identify Slow and advanced learners.
- The slow learners are provided with Remedial Coaching after the completion of each semester.
- The advanced learners are encouraged for further progression in career by participating in various co-curricular activities and career oriented programmes organized by the college and outside the college
- The faculty makes suggestions in curriculum reframing workshops in the light of feedback received.
- The achievements of objectives of the syllabus are measured through students' performance in Internal tests, Group discussions, Presentations and University examinations.
- We have an established feedback system for various stakeholders.
- Feedback collected, analyzed and action taken.



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Inter- Departmental Audit:

- A particular Head of the Department along with two faculty of that department will audit other department twice in a academic year.
- The Head of the Department will verify the file of other department and mark the status of each file.
- The Head of the Department and the faculty who went for audit will add the remark and report the query to the Head of the Department where audit was happened, and give a due date to complete it.
- All the Inter- Departmental audit report of each department will be reported to the principal.

The institution adheres to the academic calendar including for the conduct of CIE

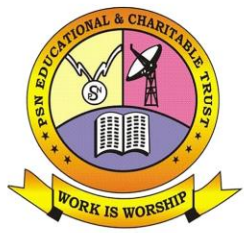
Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internship schedule and dates for semester- end examination.

PSNEC follows the calendar issued by the University strictly and plans all the activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institute – level calendar of events includes details like the total number of working days and holidays, CIE dates for the Institute's flagship programs. The department calendar comprises guest lectures, workshops, industrial visits, other co-curricular and extra-curricular activities. The academic activities CIE, and all activities are conducted in adherence to the calendar of events unforeseen circumstances.

The academic calendars help faculty members to plan their respective course delivery research work academic and co – curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it.

Internal Assessment Tests (IAT), assignments, quizzes, and seminars are part of Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar events. The course instructor prepare IAT question paper based on the revised Bloom's Taxonomy along with the scheme of evaluation, reviewed by the stream coordinator and approved by the department Head. The internal assessment test timetable prepared by the examination committee is published to stakeholder, and conducted as per the schedule. Post IAT test, evaluation of answer scripts, and calculation of

CO-PO/PSO attainment are carried out y respective Course Instructors. Continuous evaluation and assessment are also done for laboratory course, project work, seminars and internships. Conduction of laboratory experiment and viva, submission of records are the major components of laboratory course evaluation. As per the laboratory rubrics, the internal test is conducted at the end of the semester.



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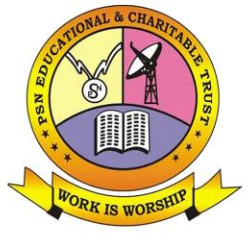
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The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

INTERNAL ASSESSMENT MECHANISM

- Institution will conduct three assessments per semester and each assessment will be conducted for 50 marks. The candidate's score for 50 marks will be converted to 100 marks.
- The Internal Assessment consists of a feedback system to analyze teaching and learning process.
- The internal assessment/Model examination enables a student to go through the syllabus of all theoretical and practical subjects, which will be a great help before their semester examination.
- The schedule of the Internal assessment and the process is communicated to the students and the faculty members at the beginning of the semester by the respective faculty through exam cell.
- The syllabus for internal assessment will be informed to the students well in advance via class committee meeting.
- Each subject has 2 units to proceed for the internal assessment test.
- Two set of question papers are prepared according to Blooms Taxonomy as A and B based on course outcomes by the subject handler and those question papers are printed prior to one day of the test.
- The questions are verified by the concerned Head of the department and directed to the exam cell after getting approved by the principal prior to four days from the test.
- One set of question paper is randomly selected by the COE/Principal on the day of the examination.
- This ensures confidential conduct of the test/exam and removes the chance of usage of unfair methods.
- Internal Assessment test / Model examinations are conducted with at least one faculty for 25 students as Invigilator for a hall.
- The duration of an examination is 1.30 hours for Internal Assessment Test and 3 hours for Model exam.



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- Post Internal Assessment Test / Model exams, papers are collected by the invigilators and handed over to the faculty handling the subjects/other subject expert through exam cell within one day.
- The scheme of marks and answer keys are prepared by the faculty on completion of the assessment after two days from the date of the test and 4 days for model exam.
- The mark statement for a particular subject should get verified by the Head of the department and should be submitted to the principal within 4 days of the respective Internal Assessment Test /model exam and the marks should be provided to the students by the respective faculty.
- Students, those who have scored below 60% in each and every subject are identified as slow learners and special coaching should be given to them according to their learning process.
- Retest/Assignment is planned for slow performers to upgrade their performance by giving them with sufficient time and separate question paper for preparation.
- Mark statement is prepared ready for Retest/ Assignment for slow learners.

**DIRECTOR
(IQAC)**

PRINCIPAL