Course Outcome and Program Outcome Committee

1. Description of the Committee

The Course Outcome and Program Outcome Committee at MEASI Institute of Management is a dedicated team responsible for defining, reviewing, and ensuring the alignment of course outcomes with program outcomes to meet both academic and industry standards. This committee meticulously evaluates the curriculum to ensure that it not only meets the educational objectives but also equips students with the skills and knowledge required in the professional world. By continuously monitoring and updating the course content, the committee ensures that the programs remain relevant and responsive to the dynamic demands of the industry. Additionally, the committee seeks feedback from various stakeholders, including faculty, students, and industry experts, to drive continuous improvement and maintain the highest standards of educational excellence.

2. Purpose of the Committee

The purpose of the committee is to systematically develop, assess, and enhance the course and program outcomes, ensuring they meet educational objectives, industry expectations, and accreditation requirements. This involves a detailed process of designing curriculum frameworks that incorporate contemporary industry trends and academic advancements. The committee regularly reviews and updates the outcomes to align with the evolving educational standards and professional competencies required by employers. Furthermore, it ensures that the outcomes are measurable, achievable, and relevant, thereby facilitating continuous improvement. By engaging in rigorous assessment and feedback mechanisms, the committee strives to maintain the integrity and excellence of the institution's academic programs, thereby fostering a robust learning environment that prepares students for successful career.

3. Objectives of the Committee

- Develop clear, measurable course outcomes.
- Align course outcomes with program outcomes.
- Ensure continuous improvement in educational quality.
- Meet accreditation and industry standards.
- Incorporate feedback from students, faculty, and industry stakeholders to refine and enhance learning outcomes.
- Foster an interdisciplinary approach to curriculum development to address complex, real-world challenges.
- Implement effective assessment tools and methodologies to evaluate student performance against desired outcomes.
- Promote faculty development and training to ensure effective delivery and assessment of course outcomes.
- Utilize data-driven insights to make informed decisions about curriculum adjustments and enhancements.
- Encourage innovative teaching practices and integration of technology to enhance learning experiences.

4. **Composition of Course Outcome and Program Outcome Committee**

S. No.	Name of Faculty	Designation	Committee Designation
1	Dr. Farhathullah Khan	Director	Chair Person
2.	Dr. T A M Hameed Kan	Associate Professor	Co-ordinator
3.	Dr. S.G. Balaji	Associate Professor	Member
4.	Dr. M.I. Anees Fathima	Associate Professor	Member
5.	Dr. Catherene Julie Arthy	Assistant Professor	Member

5. Roles and Responsibilities

5a. Roles and Responsibilities of Chair Person

- Lead the committee meetings.
- Ensure alignment of course outcomes with program objectives.
- Facilitate communication between faculty and administration.

5b. Roles and Responsibilities of Coordinator

- Schedule meetings and prepare agendas.
- Document meeting minutes and maintain records.
- Coordinate reviews and revisions of course outcomes.

5c. Roles and Responsibilities of Members

- Develop and review course outcomes.
- Provide feedback on alignment and relevance.
- Participate in discussions and decision-making processes.

6. Frequency of Meetings

- The committee will meet at least twice every semester.
- Additional meetings may be scheduled as and when required.

7. Procedure

Step 1: Develop Course Outcomes

a. Develop 5 Course Outcomes for each course, ensuring every unit is represented by a course outcome.

b. Focusing on what students should know or be able to do by the end of the course.
c. Ensure outcomes are clear, concise, simple, and measurable; avoid making them too abstract or too specific.
d. Use action verbs to structure CO statements.
e. Utilize Bloom's Taxonomy to create outcomes at various cognitive levels (e.g., knowledge, comprehension, application, analysis, synthesis, evaluation).
f. Represent one or more of the eight POs in each statement.
g. Map each Course Outcome to the relevant Program Outcomes with either High (3), Medium (2), or Low (1). Leave the cell blank if a course outcome does not map to any program outcome.

Step 2: Review and Revise Outcomes

▪ Conduct an internal review by the CO PO Committee for clarity, relevance, and alignment with Program Outcomes.
▪ Solicit external feedback from industry professionals, alumni, and external academics to ensure the outcomes meet industry standards and accreditation expectations.

Step 3: Finalizing and Documenting Course Outcomes

▪ Document the CO-PO Mapping to validate how each Course Outcome aligns with specific Program Outcomes.
▪ Prepare supporting documentation such as course syllabi, assessment methods, and instructional materials that align with the Course Outcomes.

Step 4: Implementation and Communication

▪ Incorporate the Course Outcomes into the course curriculum and assessments.
▪ Inform faculty, students, and relevant stakeholders about the new Course Outcomes and their alignment with NBA standards.

Step 5: Monitor and Assess Course Outcomes

▪ Develop assessment methods to measure the achievement of Course Outcomes, such as assignments, Tests, quizzes, exams, projects, or presentations.
▪ Collect feedback from students and faculty to evaluate the effectiveness of the Course Outcomes and make adjustments as needed.

Step 6: Measurement of Course Outcomes attainment level:

The marks secured by the students in the various assessment tools are collated, and actual level of attainment is calculated as the course outcome attainment level.

The calculated course outcome attainment level is compared with the Course Outcome attainment level, If the calculated score is greater or equal than the target level then the target level is increased otherwise an action plan has to be designed to improve the particular CO in the next assessment.

Course Outcome Attainment

Develop Course Outcomes (5 COs) → **Determine assessment instrument as per assessment pattern** → **Determine CO Attainment level**

A. In case of excess attainment ← **Compare course attainment with CO target** ← **Measure course outcome attainment**

Increase the CO target level

B. In case of deficit

Action plan