

**Academic Staff College****13.03.2018 to 16.03.2018****4 day-Course Coordinator Training program**

The Academic Staff College, in association with Dean Academics conducted a **4 Day-Course Coordinator Training Program** by **Mr.Hari Kiran Vege** for all the Engineering Subjects Course Coordinators from 13/03/2018 to 16/03/2018 from 9.30 to 12.30 pm on “Roles and responsibilities of course coordinators”.

The schedule for the training program on course coordinators

| Department | Date | Venue | Timings |
|-------------------------|----------|-------|----------------------|
| CE, ECM, EEE, PE and BT | 13/03/18 | E105 | 09.30 am to 12.30 pm |
| ME and FED | 14/03/18 | E105 | 09.30 am to 12.30 pm |
| ECE | 15/03/18 | E105 | 09.30 am to 12.30 pm |
| CSE | 16/03/18 | E105 | 09.30 am to 12.30 pm |

The resource person highlighted the importance of course coordinators in the successful running of a course from course handout preparation to the course material. The outcomes of the course is achieved with the aid of the course coordinators who ensure that course hand out be prepared with respect to Blooms Taxonomy levels. The following are the roles and responsibilities of the course coordinators

1. For each subject there are 1 to 4 course trainers. The coordinator along with the instructors can decide among themselves the choice of preference of the topic. If there is only one trainer, he is solely responsible and he is the course coordinator.
2. The course coordinator can define and decide the profundity (wide) and extensive (depth) nature of each topic in CO.
3. The course coordinator along with the instructor is responsible for the choice of **instructional /delivery methodology** (ALM) namely PPT, Role play, Self learning, Audio and visual tools, group discussion, buzz groups, brain storming, quiz, Analogy etc.
4. The course coordinator along with trainer is responsible that every participant works through all the lab practices, problem and projects in detail
5. The course coordinator along with trainer has to collaborate with participants to create and hand over the course handouts and lesson plans, ALM, QB etc.
6. The trainer is responsible to suggest **assignment, assessments and final evaluation methods** namely Question and answer, Creating a poster on particular topic, preparing an article, Open book & take-home tests/ exams, Group exams, Make an video, Mini Project, Online test etc. Expected e-material to be prepared for each topic

| Sl No | e-Content |
|-------|-------------------|
| 1 | PPTs |
| 2 | e-Content (PDF) |
| 3 | Video Lectures |
| 4 | Quiz |
| 5 | Practice Problems |
| 6 | Labs |
| 7 | Webinars |
| 8 | Discussion Forums |
| 9 | Virtual Labs |

