



CHRIST THE KING ENGINEERING COLLEGE

Karamadai, Coimbatore - 641104


(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Ph: +91 91500 76729 Email: principal@ckec.ac.in Web: www.ckec.ac.in

QUALITY INITIATIVES

The following formats have been implemented to ensure quality initiatives in the area of operations

1. Event Proposal form
2. On Duty form
3. Requisition of financial assistance form
4. CIA QP audit form
5. CIA Answer key audit form
6. Project Evaluation form




Dr. M. JEYAKUMAR, M.E., Ph.D.
PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE,
Chikkarampalayam Village,
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1. Event Proposal form

DEPARTMENT OF _____ ENGINEERING

Check List for Organizing a Program/ Event

Name of the Event:	Date of Event:
Event Organizer Name:	Date of submission:

S. No.	Name of the Particulars to be Submitted	Put Tick Mark if Applicable or else Mark NA
1	Permission Letter with Approved by Principal <ul style="list-style-type: none">• Requisition Form• Guest Profile<ul style="list-style-type: none">• Budget• Agenda• Program Committee Member	
2	Hall Booking Form	
3	Invitation Mail - Letter Copy to the Guest	
4	Confirmation Mail - Letter Copy from the Chief Guest	
5	Invitation / Poster with Agenda Mandatory - Designed	
6	Registration Form/ Attendance Form/ Other Forms	
7	Feedback from Listener / Participants (Attach Graphical Plots)	
8	Expense details of the Program (Attach bill copies)	
9	Post Event Document with Geo Tag Photographs	
10	Upload of event in website with URL details/ Instagram /Facebook.	
11	Thanks Letter to the Chief Guest	
12	PPT/Materials Provided by guest – (if provided)	

(*Above Check list should be verified and submitted within three days of event completion)

Program Coordinator

Association i/c

HoD/DEPT

Principal




Dr. M. JEVAKUMAR, M.E., Ph.D.
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Financial Assistance and Onduty Requisition Form

Date :

Subject : Approval of financial support /OD to attend the conference/fdp / workshop
/others----- Reg

Name of the staff :

Department :

Designation :

Name of the Event :

Title of the Event :

Registration and other fees required : Yes /No

If yes : Self/College/Others

Amount :

Recommended /Not Recommended

STAFF

HOD

IQAC COORDINATOR

PRINCIPAL




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CIA QP audit form

QP AUDIT FORM

Department :

Semester/year:

Academic year: ODD/EVEN

Type of assessment: CT1 / CT2 / CT3

Date of submission:

Name of the coordinator :

Sl No	Sub code	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Sub 6
	Faculty Name	1	2	3	4	5	6
	Description (Yes .No)						
1	Subject code, name, duration, date of exam.						
2	Adherence to question paper pattern						
3	Weightage of mark						
4	Justification of weightage with answer key						
5	If analytical subject-checking/ justifying data in numerical problems						
6	Question paper format with CO/PO mapping						
7	Is Blooms taxonomy level followed						
8	Uniformity of line space, font size, style						

Remarks :

The question paper and key are recommended for PRINTING/RESUBMISSION.

Signature of Coordinator

Signature of Scrutiny member with Name and Date




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ANSWER SCRIPT AUDIT FORM

Department :

Semester/year:

Academic year: ODD/EVEN

Type of assessment: CT1 / CT2 / CT3

Date of submission:

Name of the coordinator:

Sl No	Sub code	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Sub 6
	Faculty Name	1	2	3	4	5	6
	Answer Script Reg nos (3 samples)						
	Description (Yes .No)						
1	Answer key with proper mark split up						
2	Is the evaluation of the answer script done as per answer key?						
3	Are the evaluated marks entered in the front sheet of question paper?						
4	Is the totaling of mark, correct?						
5	Whether the mark is awarded against each answer						
6	Is zero mark entered for wrong answer?						
7	Is over writing of marks noticed in answer script?						
8	Any other comments/suggestion by scrutiny member.						

Remarks :

Signature of Coordinator

Signature of Scrutiny member with Name and Date




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Project Evaluation form

RUBRIC FOR EVALUATING PROJECT PHASE II-Review I					
NAME OF THE COURSE: PROJECT PHASE II			COORDINATOR:		
CLASS: IV ECE		SEMESTER:		VIII	
NAME OF THE STUDENT:					
Criteria	Very Good	Good	Fair	Poor	Marks
Domain Knowledge (20)	(20-15 Marks)	(14-10 Marks)	(9-5 Marks)	(4-0 Marks)	
	Neat and clear introduction about the domain	Clear introduction about the domain	Materials are enough for clear understanding and not presented well	Materials are not clear and not presented well	
Literature Survey (20)	(20-15 Marks)	(14-10 Marks)	(9-5 Marks)	(4-0 Marks)	
	Survey is performed perfectly and motivation of the project is neatly explained.	Survey is performed perfectly. But the motivation is not clear.	Survey is related to the problem. But the existing methods are not clearly defined	Survey is not related to the problem.	
Problem Definition (20)	(20-15 Marks)	(14-10 Marks)	(9-5 Marks)	(4-0 Marks)	
	Defined the problem clearly	Problem definition is good. But can be improved.	Problem definition is OK	Problem definition is unclear	
Proposed Architecture (20)	(20-15 Marks)	(14-10 Marks)	(9-5 Marks)	(4-0 Marks)	
	Block diagram of the proposed system is concise and clear	Block diagram of the proposed system is clear, but not concise.	Some of the processes(blocks) are unclear	All the processes(blocks) are unclear	
Organization of Presentation (10)	(10-8 Marks)	(7-5 Marks)	(4-3 Marks)	(2-1 Marks)	
	The presentation is good and clear in logical and technical. The flow of sequence also in order	The presentation is good and it can slightly make clear	The sequence of presentation can be improved	Hard to follow and sequence of information	
Communication Skill (10)	(10-8 Marks)	(7-5 Marks)	(4-3 Marks)	(2-1 Marks)	



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	Excellent Fluency and used Appropriate words	Excellent Fluency, but not used Appropriate words	Less Fluency	With Grammatical mistakes	
				/
				TOTAL MARKS	100




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