

ROLES AND RESPONSIBILITIES

QEEE COORDINATOR

- To be the single point of contact for all program related communication from the QEEE team and ensure internal transfer of information to all stakeholders involved (college head, local faculty, moderators etc.)
- To ensure that the hardware / classroom / connectivity and QEEE software interface is set up as specified
- To coordinate with the Sys Admin and ensure testing for each QEEE module (h/w & s/w) in conjunction with the QEEE-IITM team is done well before start of the classes
- Register college for the courses they will be participating in (this will be done once the course list is provided to colleges)
- Integrate the QEEE timetable/schedule into the college's schedule, to ensure that there is minimum disruption to students and local faculty's academic calendar
- Identify at least one local faculty for every live class course (chosen by the college) and facilitate their interaction with the IIT faculty (for the course) towards finalization of QEEE coursework
- Identify one local faculty each to be moderators for conducting the lab sessions. It is possible that the same local faculty facilitating live class session at college end is in-charge of handling the lab.
- Identify one local faculty each for Bridge Programs who will in turn facilitate delivery of sessions and actively participate in the same
- The identified local faculty (for live class, lab, bridge program) to be trained to use the QEEE software
- The identified local faculty list (live class, tutorial, labs, bridge programs) to be given to Sys Admin for registration into the QEEE software
- Work with the local faculty and the college/university heads to integrate the QEEE grades towards over all course grade for every student
- Ensure that all stakeholders from college end provide feedback and participate in Impact assessment sessions
- Ensure that the college participates in all the topics registers for by the college to be eligible for appreciation letters.

LOCAL FACULTY

1. LIVE CLASS

- To work in collaboration with IIT faculty to finalize course work for 3 live class sessions of 2 hours and additionally to discuss with IIT faculty regarding rest of the course work for smooth integration of QEEE live classes with overall course
- Log in at the appropriate time to enter the virtual classroom
- To ensure attendance and participation of students in QEEE sessions. This also involves updating and managing digital attendance record
- Be the interface between the students and IIT faculty by conveying their questions etc. to faculty during the live session using the platform
- To cover course topics in sync with the Live Class course topics (handling topics between lectures, covering missed out topics, replaying recorded videos of unattended live class sessions etc)

- To ensure students complete the quizzes and assignments provided by the IIT faculty through the course of 3sessions. Will also be involved in evaluation of the assignments.
- To ensure that all the students are registered to the course pack, take the quiz and upload solved assignments to the course pack.
- To participate in the evaluation of the subjective part/ assignment. Evaluation will be based on the grading key provided by the IIT faculty. The local faculty are expected to grade the uploaded assignments within the applicable time limit.
- To finalize (internally with college/University representatives in charge) on methodology to integrate QEEE grades towards overall course grade of student
- To provide course-specific feedback and collect detailed student feedback for the course. Format to provide feedback will be communicated at the relevant time
- To be aware of the course material / quizzes / assignments/ exams that will be available on the course pages from time to time and set completion targets for students

2. DSP LAB

- To attend the in person training program at IITM prior to the conduct of the lab session at colleges. They will be responsible in delivering the DSP lab at the college.
- To be familiar with the experiments and software used to deliver the labs
- To conduct remote labs and actively participate as local moderators for lab sessions
- To ensure students have read up required reading material available in the course pack in order to perform the lab
- To decide on lab schedule at the college (Mon- Fri) and pre-clear it from QEEE.
- To conduct experiments in the college
- To assess uploaded results of students within the one week window period and grade the same after completion of each experiment
- To supervise and grade exam/quiz after completion of experiments.
- To ensure that qualified students are issued certificates on the completion of the module

3. BRIDGE PROGRAMS

SPOKEN ENGLISH

- Encourage participation in pre and post term spoken language assessment of students from the college
- Moderate the sessions and ensure student participation.
- Ensure students are registered to the course pack and that they take the quiz within the stipulated time limit.

INDUSTRY BRIDGE

- Facilitate the sessions locally and make sure students attend and participate and interact during the sessions

LEARNING PYTHON IN VERNACULAR

- Facilitate the sessions locally and make sure students attend and participate in the classes
- Be present in the class while the sessions are in progress