Shri Gajanan Shikshan Sanstha's
SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA
"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati
"Approved by the D.T.E., M.S. Mumbai"

Ph : +918669638081/82
Fax : 091-7265-252346

Email: principal@ssgmce.ac.in, registrar@ssgmce.ac.in
Website- www.ssgmce.ac.in

Serial Number: EXTC/SOP/2023/01

Date: 12 May 2023

Standard Operating Procedure (SOP) for Course Outcome Formation

For each of the following steps mentioned, please involve colleague/Senior faculty members

S.N.	Steps	Description
1	Define Learning Outcomes (LOs)	• Based on key topics from the course (subject) syllabus Learning Outcomes are formulated. • Involve expertise and perspectives of relevant faculty members in the process.
2	Choose correct action verbs (Using Blooms Taxonomy)	• Select appropriate action verbs from Bloom's Taxonomy (e.g., analyze, evaluate, create) that clearly specify the expected level of student performance for each outcome. • Ensure outcomes reflect a logical progression of cognitive complexity, from foundational knowledge to higher-order thinking skills.
3	Formation of clear measurable Outcomes	• Ensure outcomes are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART). This helps in setting clear expectations and assessing student achievement effectively. • Use clear language that avoids ambiguity or overly complex phrasing. Each outcome should convey a single, distinct achievement.
4	Validation	• Conduct a review within the department or course team to validate outcomes against course goals and program objectives.
5	Documentation	• Document finalized outcomes in a formal document such as a course syllabus.
6	Disseminate	• Ensure outcomes are communicated clearly to students at the beginning of the course. This helps in aligning student expectations with course requirements. • COs are uploaded and updated on the institute website time to time.
7	Assessment and Monitoring	• Regularly review the course assessments to ensure alignment with the defined outcomes. Assessments should effectively measure students' attainment of each outcome.

Approved By		
Dr. M. N. Tibdewal	Chairman (Head,EXTC)	
Dr. D. D. Nawgaje	Member	
Mr. A. N. Dolas	Member	
Mrs. K. S. Vyas	Member	
Dr. D. P Tulaskar	Member Secratary	