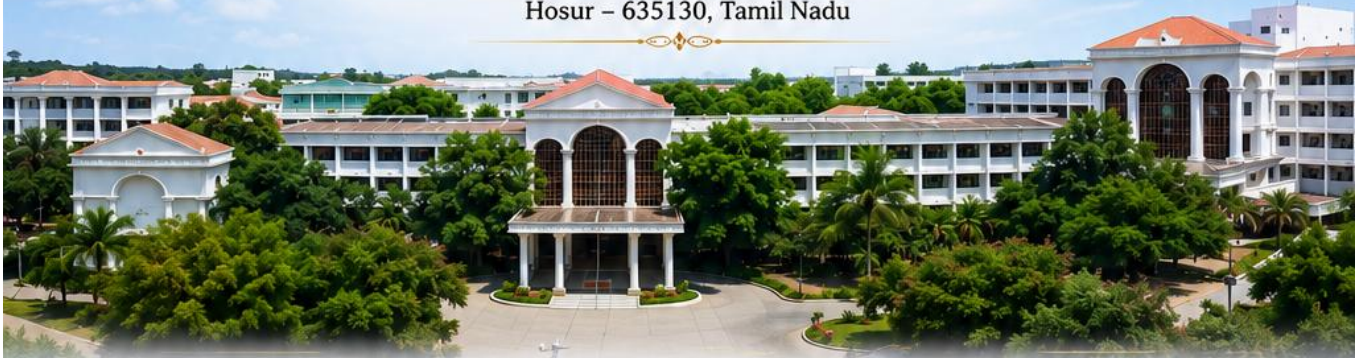




ADHIYAMAAN COLLEGE OF ENGINEERING

(An Autonomous Institution, Affiliated to Anna University, Chennai)

Hosur – 635130, Tamil Nadu



STANDARD OPERATING PROCEDURE (SOP)

Implementation of Online Blended Learning (OBL)

through

Coursera Courses with Institutional Evaluation

(One Online Course per Semester)



THE LEARNING FLOW



ONLINE LEARNING

Self-paced learning
through Coursera
video lectures,
reading resources
and practice



FACULTY MENTORING

Guidance, weekly
review, doubt
clarification and
continuous support



COLLABORATIVE LEARNING

Tutorials, group
discussions, case
studies and
mini projects



INSTITUTIONAL ASSESSMENT

CIA activities,
assignments,
quizzes and
end semester
examination



OUTCOME ATTAINMENT

CO attainment,
PO mapping and
continuous
quality
improvement



Prepared by

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Adhiyamaan College of Engineering

ACADEMIC YEAR
2026 – 2027

EMPOWERING LIFELONG LEARNING THROUGH ONLINE BLENDED LEARNING

Standard Operating Procedure (SOP)

Title: *Implementation of Online Blended Learning (OBL) through Coursera Courses with Institutional Evaluation (One Course per Semester)*

Document Information	Details
Document Title	Standard Operating Procedure (SOP) – Implementation of Online Blended Learning (OBL) through Coursera Courses with Institutional Evaluation
Document Number	ACE/IQAC/SOP/OBL/2026-27/01
Version Number	1.0
Document Category	Academic Policy / Standard Operating Procedure
Prepared By	Internal Quality Assurance Cell (IQAC)
Reviewed By	Dean (Academics)
Approved By	Principal
Approved By (Statutory Body)	Academic Council
Effective Date	06 July 2026
Review Date	June 2027 (or earlier if required)
Revision Frequency	Annually or as per Academic Council recommendations
Distribution	Principal, Dean (Academics), CoE, IQAC, HoDs, Programme Coordinators, Faculty Mentors, Examination Cell

Revision History

Version	Date	Description of Changes	Prepared By	Approved By
1.0	01.07.2026	First Issue of SOP	IQAC	Principal

Approval

Prepared By	Reviewed By	Approved By
IQAC Coordinator	Dean (Academics)	Principal

Distribution List

Sl. No.	Office / Stakeholder	Purpose
1	Chairperson/Trustee	Information
2	Principal	Approval and implementation
3	Dean (Academics)	Academic coordination
4	Controller of Examinations (CoE)	Institutional assessment and evaluation
5	IQAC	Monitoring, compliance, and quality assurance
6	Heads of Departments	Implementation and monitoring
7	Programme Coordinators	Course planning and coordination
8	Faculty Mentors / Course Coordinators	Course delivery, mentoring, and assessment
9	Examination Cell	Conduct of CIA and ESE
10	Library / Learning Resource Centre	Reference copy
11	Institution LMS / ERP Administrator	Digital implementation and record maintenance
12	Document Control Cell / IQAC Office	Master copy and revision control

TABLE OF CONTENTS

Sl. No.	Contents	Page No.
1	Purpose & Scope	5
2	Objectives	5
3	Governance and Responsibility Matrix	6
5	Course Selection and Approval Process	6
6	Online Blended Learning (OBL) Framework	7
7	Course Registration and Student Enrollment	8
8	Learning Hours Distribution	8
9	Faculty Mentoring	9
10	Institutional Assessment and Evaluation	10
11	Passing Requirements	11
12	Certification and Credit Recognition	11
13	Course Outcome (CO) Attainment and PO Mapping	11
14	Continuous Improvement	11
15	Expected Outcomes	12
16	Effective Date and Review of SOP	12
17	References	12

Adhiyamaan College of Engineering

(An Autonomous Institution)

STANDARD OPERATING PROCEDURE (SOP)

Implementation of Online Blended Learning (OBL) through Coursera Courses with Institutional Evaluation

(One Online Course per Semester for Every Programme)

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish a structured framework for implementing Online Blended Learning (OBL) by integrating one approved Coursera course in each semester across all undergraduate and postgraduate programmes.

Under this model, students acquire knowledge through self-paced online learning using the Coursera platform, while the institution complements the learning through structured face-to-face mentoring, tutorial sessions, collaborative learning activities, discussions, case studies, seminars, laboratory exercises (where applicable), continuous assessment, and end semester evaluation.

The institution retains complete academic responsibility for curriculum planning, learner engagement, assessment, grading, Course Outcome (CO) attainment, and award of credits in accordance with the regulations of the Autonomous Institution.

This blended learning framework promotes learner-centric education, flexibility, lifelong learning, digital competency, interdisciplinary exposure, and employability, while ensuring alignment with the National Education Policy (NEP) 2020, UGC Guidelines on Blended Learning, Outcome Based Education (NBA), and NAAC Quality Benchmarks.

2. Scope

This SOP is applicable to all Undergraduate and Postgraduate programmes of the institution.

3. Objectives

- Enhance graduate employability.
- Promote learner-centric and self-paced learning.
- Integrate global online learning resources with classroom teaching.
- Enhance digital literacy and lifelong learning skills.
- Strengthen higher-order thinking through blended pedagogies.
- Improve employability and industry readiness.
- Foster multidisciplinary and interdisciplinary learning.

- Support Outcome-Based Education.
- Improve attainment of COs, POs and PSOs.
- Encourage collaborative and experiential learning.
- Enhance graduate employability.

4. Governance and Responsibility Matrix

Learning Component	Mode	Responsibility
Video Lectures	Online (Coursera)	Student
Reading Materials	Online	Student
Weekly Review	Offline	Faculty Mentor
Doubt Clarification	Classroom	Faculty
Tutorial Session	Classroom	Department
Group Discussion	Classroom	Students
Assignment	Institution	Faculty
Quiz	Institution	Faculty
Case Study	Institution	Faculty
Seminar/Presentation	Institution	Faculty
End Semester Examination	Institution	Examination Cell

5. Course Selection

Each department shall identify **one Coursera course for every semester** based on:

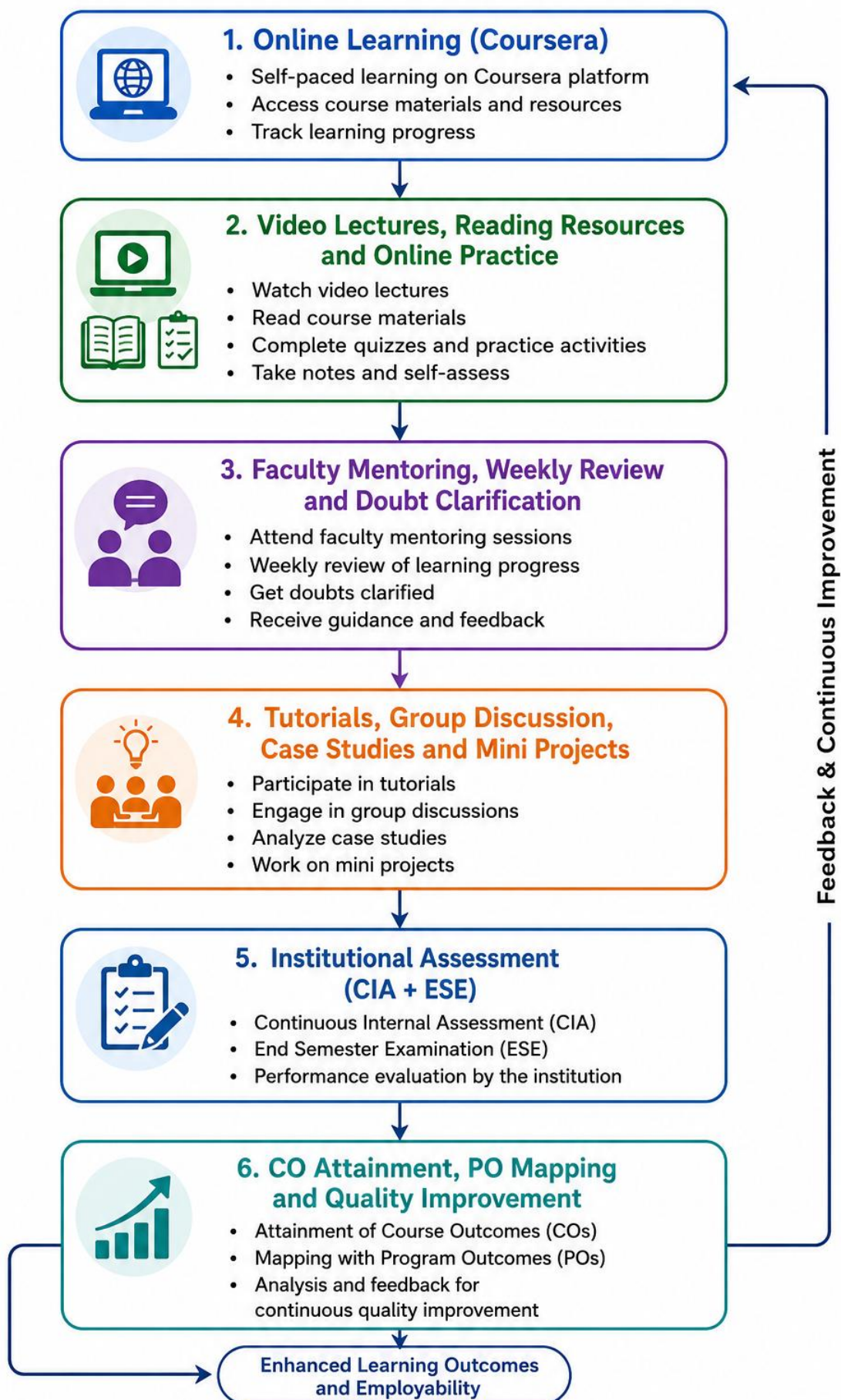
- Programme Outcomes (POs)
- Course Outcomes (COs)
- Industry relevance
- Emerging technologies
- Employability skills
- Soft skills or interdisciplinary learning

Selection Criteria:

- Duration: 30–45 Hours (recommended)
- Beginner/Intermediate level
- Relevant to semester curriculum
- Offered by reputed universities/organizations

The selected course shall be approved by the Board of Studies before commencement.

6. Online Blended Learning (OBL) Framework



7. Course Registration and Student Enrollment

1. Department circulates the selected Coursera course.
2. Students register using institutional access.
3. Course Coordinator maintains the registration record.
4. Orientation programme is conducted explaining:
 - Learning outcomes
 - Completion timeline
 - Evaluation process
 - Submission requirements

8. Learning Hours Distribution

Activity	Hours
Coursera Online Learning	20
Reading & Practice	8
Faculty Review Sessions	5
Tutorial / Discussion	4
Assignment	3
Seminar	2
Institutional Assessment	3
Total	45 Hours

Note:

- The learning hours include both synchronous (faculty-led) and asynchronous (self-paced online) learning activities.
- Faculty Mentors shall monitor student participation and learning progress throughout the semester.
- All learning activities shall be aligned with the prescribed Course Outcomes (COs) and contribute to the attainment of Programme Outcomes (POs) and Programme Specific Outcomes (PSOs).
- The institutional assessment and award of grades shall be governed by the regulations of the Institution, while Coursera serves as the digital learning platform for content delivery.



10. Institutional Evaluation

Although students complete the learning through the Coursera platform, the assessment, evaluation, grading, and award of credits shall be conducted entirely by the institution in accordance with the institutional examination regulations.

Theory-Based Coursera Courses

The institutional evaluation shall follow the 40:60 assessment pattern, comprising Continuous Internal Assessment (CIA) and End Semester Examination (ESE).

Component	Weightage
Continuous Internal Assessment (CIA)	40 Marks (40%)
End Semester Examination (ESE)	60 Marks (60%)
Total	100 Marks

Continuous Internal Assessment (40 Marks)

Assessment Component	Marks
Unit Test	30
Assignment/Quiz/Case Study/Seminar etc.,	10
Total CIA	40

End Semester Examination (60 Marks)

The End Semester Examination shall be conducted by the institution to assess students understanding, application, analytical ability and problem-solving skills based on the prescribed Coursera course outcomes.

Suggested Pattern

- Part A –Short Answer Questions
- Part B – Descriptive / Analytical Questions
- Duration: 3 Hours
- Maximum Marks: 100

Evaluation Guidelines

- The institution shall prepare the question paper, practical tasks, evaluation rubrics, and grading scheme.
- The Course Coordinator and Faculty Mentor shall conduct the CIA components using standardized rubrics approved by the BoS.
- The End Semester Examination (Theory/Practical) shall be conducted as per the institutional examination regulations.
- The final grade shall be computed based on the applicable CIA–ESE weightage:
 - Theory Courses: 40% CIA + 60% ESE

- Practical/Skill-Based Courses: 50% CIA + 50% ESE
- Course Outcomes (COs) shall be mapped with Programme Outcomes (POs) and assessed through direct evaluation, with attainment levels analyzed for continuous improvement.

This evaluation framework is fully compatible with autonomous institution regulations, Outcome-Based Education (NBA), NEP 2020, and NAAC quality assurance practices.

11. Passing Requirements

A student shall be declared successful upon:

- Completion of the assigned Coursera course.
- Minimum **75%** participation in review sessions.
- Minimum **50% marks** in institutional evaluation.

12. Certification

Students shall receive:

- Coursera Course Completion Certificate.
- Institutional Evaluation Grade Sheet.
- Credits/Recognition as approved by the institution.

13. Outcome Assessment

The department shall analyze:

- Student participation percentage
- Completion percentage
- Pass percentage
- Average institutional assessment score
- Student feedback
- Faculty feedback
- PO/PSO contribution
- Placement relevance

The analysis shall be discussed in the BoS for continuous improvement.

14. Continuous Improvement

Based on the semester review, departments shall:

- Revise course selection.
- Introduce advanced courses where appropriate.
- Improve mentoring mechanisms.

- Strengthen assessment quality.
- Enhance student engagement.

15. Expected Outcomes

- Increased industry readiness.
- Improved technical competency.
- Enhanced self-learning ability.
- Better problem-solving skills.
- Stronger digital learning culture.
- Improved attainment of Programme Outcomes.
- Enhanced placement preparedness.

16. Effective Date

This SOP shall come into effect from the Academic Year 2026–2027 and shall be reviewed annually by the IQAC and Academic Council for continual improvement. This SOP can also be adapted into a policy document with COs, CO–PO mapping, rubrics, and NBA/NAAC-compliant documentation if needed.

17. References

1. **Government of India.** (2020). *National Education Policy (NEP) 2020*. Ministry of Education, Government of India.
2. **University Grants Commission (UGC).** (2021). *Blended Mode of Teaching and Learning: Concept Note*. University Grants Commission, New Delhi. *(Primary reference for the blended learning framework adopted in this SOP.)*
3. **All India Council for Technical Education (AICTE).** *Approval Process Handbook*, latest edition.
4. **National Board of Accreditation (NBA).** *Tier-I Accreditation Manual for Undergraduate Engineering Programmes*, latest edition.
5. **National Assessment and Accreditation Council (NAAC).** *Manual for Higher Education Institutions (HEIs)*.
6. **Coursera Inc.** *Coursera for Campus – Learning Solutions and Academic Resources*.
7. **Adhiyamaan College of Engineering.** Academic Regulations (R 2025), Curriculum and Syllabi, Academic Council Resolutions, and Examination Regulations