



Ref: SITE/AO/Academics/08/2021-22/3

27.08.2021

OFFICE CIRCULAR

Sub: CONDUCT of "GROUP DISCUSSIONS" for 4th Year B.TECH - PROCEDURAL STEPS TO BE FOLLOWED for A.Y 2021-22-reg.

Ref1: Letter dt. 25.08.2021 from Dr T V Rama Krishna, Coordinator, IQAC

Ref2: Conduct of IQAC Meeting on 3rd August, 2021, Agenda 5: Academic Division initiatives taken, point no. c

Purpose of conducting Group Discussion Activity:

This is one of the very important activities which enables the student to improve in Communication skills, leadership qualities, team spirit and also helps the student to successfully qualify in the Group Discussions phase of placement interviews.

Strategic link of this activity to the Mission of the College:

Our college mission statement has a component which addresses the Group discussions activity is one of the activities that provides strategic link directly to the "All round development of the students".

Procedural steps to be followed by faculty earmarked for Group Discussions:

1. Only "Group Discussions" activity shall be conducted in the "Group Discussions" period of the time table. Under any circumstances, theory class/ tutorial/lab shall not be taken by the faculty member in the periods allocated for GD.
2. Earmarked faculty shall have
 - a) List of some topics given by the companies for Group Discussions during recruitment. (Faculty shall collect these topics from IRP)
 - b) List of current / burning topics from the daily newspapers.
3. In the "Group Discussion" period

Ex: ALLOCATED PERIOD is from 3.00 to 3.55 PM

TIME	ACTIVITY TO BE PERFORMED
3.00 – 3.05	Taking the Attendance by the Faculty
3.05 – 3.10	Faculty shall announce 2 topics for the discussion and write the topics on the board and explain very briefly about the procedure going to be followed. <ul style="list-style-type: none">➤ Topic 1 is from the topics given by companies during their interview process. (To get these topics from IRP)

	<ul style="list-style-type: none"> ➤ Topic 2 is from the latest/current/burning topic given in daily news papers
3.10 – 3.15	<p>Forming of groups and distribution of topics</p> <ul style="list-style-type: none"> ➤ Students of each bench (Bench may contain 5 or 6) are considered as one group. There may be 12 to 14 such groups ➤ The topics selected for that day shall be distributed to the groups in the following way. <p>GROUP 1 : TOPIC 1 GROUP 2 : TOPIC 2 GROUP 3 : TOPIC 1 GROUP 4 : TOPIC 2 GROUP 5 : TOPIC 1 and so on</p>
3.15 – 3.25	<p>Discussion of the topic by the group</p> <ul style="list-style-type: none"> ➤ All the groups initiate the discussion. ➤ Finally at the end of 10 minutes discussion each group will identify a spokesperson from that group.
3.25 – 3.30	Faculty member collects the names of spokes persons from all the groups
3.30 – 3.40	<p>Discussion of spokes persons of Topic1 on the dias</p> <ul style="list-style-type: none"> ➤ A faculty member invites all the spokes persons from the groups related to TOPIC 1 on to the dias. ➤ All the 6 or 7 spokes persons related to TOPIC 1 will stand on the dias, discuss among themselves and one of spokes persons gives conclusion of TOPIC 1.
3.40 - 3.50	<p>Discussion of spokes persons of TOPIC 2 on the dias</p> <ul style="list-style-type: none"> ➤ A faculty member invites all the spokes persons from the groups related to TOPIC 2 on to the dais. ➤ All the 6 or 7 spokes persons related to TOPIC 2 will stand on the dais, discuss among themselves and one of spokes persons gives conclusion of TOPIC 2.
3.50 – 3.55	* Faculty member concludes

4. Faculty has to fill the following sheet and file in a file.

<p>“GROUP DISCUSSION” ACTIVITY</p> <p>1. Department : -----</p> <p>2. Name of the faculty member : -----</p> <p>3. Date of Group Discussion : -----</p> <p>4. Year : II/ III -----</p> <p>5. Section :-----</p> <p>6. Period : -----</p> <p>7. Time : From : ----- to : -----</p> <p>8. Room number :-----</p> <p>9. Topics given for the discussion :</p>

- 1) -----
 2) -----
 10. Number of groups formed :-----
 11. Names of spokes persons from the groups
 1) Group 1 : -----
 2) Group 2 : -----
 And so on
 12. Names of the spokes person who concluded the topic on the dias.
 Topic 1 :-----
 Topic 2:-----

5. Evaluate the Outcome Quotient of “Group Discussion” activity by using the equation

$$O.Q \text{ of } G.D \text{ for week } 1 = \frac{\text{Number of New spokes persons on the dias}}{\text{Number of groups}} \times 100$$

Note: * New spokes persons are those students who did not act as spokes persons in previous weeks.


* The goal is every student becomes a spokesperson once by the end of the semester.

Cumulative O.Q of G.D for the Semester

$$= \frac{O.Q \text{ of week } 1 + O.Q \text{ of week } 2 + \dots}{\text{Number of weeks}} \times 100$$

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 Sasi Institute of Technology & Engineering
 TADEPALLIGUDEM - 534101
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