



MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC AUTONOMOUS INSTITUTION)

Accredited by NBA & NAAC, Approved by AICTE & Affiliated to JNTU-Anantapur
An ISO 9001-2015 Certified Institution



DEPARTMENT OF MECHANICAL ENGINEERING

Date: 11-04-2022

Program Assessment Committee (PAC)

COMPOSITION & MEETING CIRCULAR

The following members are nominated and approved for constitution of Program Assessment Committee (PAC). You are cordially invited to attend the Program Assessment Committee (PAC) meeting scheduled on 18-04-2022 from 03:00 pm to 05:00 pm at WB015.

Meeting Agenda:

1. CO attainments for the previous semester.
2. Curriculum gap and analysis
3. Upcoming semester syllabus, COs and CO-PO-PSO mapping
4. Course Outcomes target levels
5. Program Outcomes and Program Specific Outcomes target levels
6. Evaluation Rubrics for various courses
7. Faculty Competencies and training programs
8. Pedagogical initiatives and teaching learning process
9. Skill development programs and industrial visits for students
10. Events to be organized for curriculum gap filling
11. Review of Department vision and mission.
12. Review of Program Educational Objectives and Program Specific Outcomes

PAC Members Composition

SL. No.	Member Name	Designation / Responsibility	Signature
1.	Dr. M. Lakshmana Rao	Professor / Head of Department	
2.	Dr. S. Baskaran	Associate Professor / IQAC Co-coordinator	
3.	Dr. R. Prithivi Rajan	Associate Professor / Project Coordinator	
4.	Dr. L. Anantha Raman	Assistant Professor / Academic Coordinator	
5.	Dr. Satyajit Pattanayak	Assistant Professor / Placement Coordinator	
6.	Dr. Rupshree Ozah	Assistant Professor / Activities Coordinator	



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Responsibilities of the committee:

1. Asses the program through course outcomes, program outcomes and program specific outcomes.
2. Frame new curriculum following the approved process.
3. Approve course outcomes and mapping of each course with POs and PSOs
4. Review the department's Vision & Mission statements.
5. Review the B.Tech. Mechanical Engineering Program's PEOs and PSOs.
6. Review evaluation process, assessment process and rubrics
7. Identify curriculum gap and recommend action plans to Department Advisory Board (DAB)
8. Review and set targets for COs, POs and PSOs.
9. Review indirect assessment tools and survey results.


Head of Department - ME

Head of the Department
Mechanical Engineering
Madanapalle Institute of Technology & Science
MADANAPALLE - 517 325



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DEPARTMENT OF MECHANICAL ENGINEERING

Date: 19-04-2022

Program Assessment Committee (PAC)

Minutes of meeting & report for the meeting held on 18-04-2022, 03:00 PM – 04:00 PM.

Venue: WB015 (CAD/CAM Lab I)

Agenda:

1. CO attainments for the previous semester.
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Minutes:

1. Welcome Address

The Head of the Department welcomed all PAC members and initiated the meeting. The importance of continuous academic quality enhancement and curriculum relevance was emphasized.

2. Agenda Discussion

The Academic Coordinator presented the agenda and discussed each point in detail with all committee members.

3. Review of Attainments

- Attainment levels for 2nd, 3rd, and 4th year students for 2020–2021, 2nd Semester were reviewed.
- Gap analysis for the same semester was conducted to identify areas of improvement and plan corrective actions.

4. Curriculum and Syllabus Approvals



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- R20 3rd Year Syllabus was reviewed and approved.
- Course Outcomes (COs) for R20 3rd Year courses were discussed and approved by the committee.

5. Skill-Oriented Courses

- Introduction of skill-oriented courses in 2-1, 2-2, 3-1, 3-2, and 4-1 semesters to enhance students' technical capabilities was approved.

6. Summer Internships

- Summer internships introduced in 2-2 and 3-2 semesters were discussed and approved.
- Internship evaluations will be conducted in 3-1 and 4-1 semesters.
- Rubrics for summer internship reviews were framed and approved.

7. Project Evaluation

- Rubrics for:
 - Project Work Evaluation
 - Best Project Identification were reviewed and approved.

8. CO Attainment Targets

- CO attainment target value is set at 60% using the Weighted Average Method.
- Level Conversion for attainment is defined as:
 - Above 80% – Level 3
 - Above 70% – Level 2
 - Above 60% – Level 1

9. Indirect Assessment and Feedback

- Course Exit Surveys were discussed.
- Full indirect attainment for all courses was observed.
- Feedback on curriculum from various stakeholders was also discussed.

10. Faculty Competency and Development

- Faculty competencies and their distribution were reviewed.
- The need for faculty development programs and upskilling initiatives was identified.



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11. Vision, Mission, PEOs and PSOs Review

- Department's **Vision and Mission**, along with **Program Educational Objectives (PEOs)** and **Program Specific Outcomes (PSOs)** were reviewed.
- Mapping of B.Tech Mechanical Engineering **PEOs with department's mission elements** was done and no changes were suggested.

12. CO Target Setting

- Target for CO attainment for all courses is maintained at **2.25**.

13. Curriculum Gap Filling Strategies

- Suggestions were made to conduct:
 - **Workshops**
 - **Guest Lectures**
 - **Industrial Visits**
- **Teaching pedagogy/methodology changes** were recommended to bridge identified curriculum gaps.

14. Assessment Guidelines

- Guidelines for:
 - **Question Paper Preparation**
 - **Continuous Internal Assessment (CIA)** – Components and Marks
 - **Semester-End Examination** – Components and Marks were discussed and noted.

15. PO & PSO Target Levels

- As per previous PAC meetings, **Program Outcomes (POs)** and **Program Specific Outcomes (PSOs)** target level is maintained at **50% (Level 1.5)** for the **2018–2022 batch**.

16. Conclusion

The meeting concluded with appreciation from the Head of the Department for the active participation and valuable inputs from all members. Action plans were noted, and implementation responsibilities were distributed among faculty coordinators.

Approval:



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The above-mentioned meeting minutes have been approved by the following members of the Program Assessment Committee (PAC).

Sl. No.	Member Name	Designation / Responsibility	Signature
1.	Dr. M. Lakshmana Rao	Professor / Head of Department	
2.	Dr. S. Baskaran	Associate Professor / IQAC Co-coordinator	
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