



# 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: 03-10-2022

### 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 10-10-2022 from 12:10 pm to 01:30 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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## DEPARTMENT OF MECHANICAL ENGINEERING

### 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: 12-10-2022

### Program Assessment Committee (PAC)

Minutes of meeting & report for the meeting held on 10-10-2022, 12:10 PM – 01:30 PM.

Venue: WB015 (CAD/CAM Lab I)

#### 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
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#### Minutes:

##### Opening Remarks

The Head of the Department extended a warm welcome to all committee members and emphasized the significance of regular academic review to enhance program quality and student outcomes.

##### Overview of Agenda

The Academic Coordinator outlined the meeting agenda and led the discussion through each listed item, encouraging collaborative input from all attendees.

##### Academic Attainment Review

- Performance attainments of **2nd, 3rd, and 4th year students** for the **2021–2022, 1st Semester** were thoroughly reviewed.
- A **gap analysis** was performed to identify areas needing improvement and to develop strategies for bridging those gaps in upcoming semesters.



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### Curriculum Insights & Feedback

- The committee discussed stakeholder **feedback on the existing curriculum**, highlighting areas where updates or enhancements could be made.
- **Course exit survey results** were examined, and it was observed that all courses achieved full indirect attainment.

### Faculty Competency Discussion

- A review of **faculty competencies** and their allocation across subjects was conducted.
- Members stressed the importance of **continuous faculty development** and recommended planning training and **upskilling programs** to meet evolving academic needs.

### Course Outcome (CO) Target & Evaluation

- The **CO attainment target** remains set at **60%** under the **Weighted Average Method**.
- The **conversion scale** for attainment levels is reaffirmed as follows:
  - Above 80% – **Level 3**
  - Above 70% – **Level 2**
  - Above 60% – **Level 1**

### Vision, Mission & Outcome Mapping

- The **Vision and Mission** of the department, along with **Program Educational Objectives (PEOs)** and **Program Specific Outcomes (PSOs)**, were revisited.
- The **PEO-to-Mission mapping** for the B.Tech Mechanical Engineering program was reviewed, and the existing alignment was retained.

### Curriculum Enrichment Strategies

- To address curriculum gaps, suggestions were made to organize:
  - **Guest Lectures**
  - **Workshops**
  - **Industrial Visits**
- Updates in **teaching pedagogy and instructional methodology** were also recommended to enhance student engagement and learning outcomes.

### Assessment Structure & Guidelines



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- The committee revisited the **assessment framework**, discussing:
  - Guidelines for preparing **question papers**
  - Distribution of marks for **Continuous Internal Assessment (CIA)**
  - Components and marking for the **Semester-End Examination (SEE)**

### Revised CO Target Setting

- A new proposal was accepted to **revise the CO target** for the next academic batch to **2.0**, aiming to streamline assessment expectations.

### Indirect PO & PSO Assessment

- The committee evaluated **Program Outcomes (POs)** and **Program Specific Outcomes (PSOs)** using:
  - **Graduate Exit Surveys**
  - **Alumni Feedback**
  - **Employer Surveys**
- Based on these tools, full attainment across all POs and PSOs was observed for the **2018–2022 batch**.

### Meeting Closure

The Head of the Department appreciated the valuable contributions of all committee members and concluded the meeting by outlining key action points for implementation in the upcoming academic term.

### Approval:

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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Head of Department - ME

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