



# 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: 08-03-2023

### 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 13-03-2023 from 03:00 pm to 04:00 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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## 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: 14-03-2023

### Program Assessment Committee (PAC)

Minutes of meeting & report for the meeting held on 13-03-2023, 03:00 PM – 04:00 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
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5. Program Outcomes and Program Specific Outcomes target levels
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#### Minutes:

##### 1. Welcome and Opening

The **Head of the Department** opened the meeting by greeting all present committee members. He emphasized the need for consistent evaluation and improvement of academic practices to maintain quality education standards.

##### 2. Agenda Presentation

The **Academic Coordinator** walked the committee through the meeting agenda. Each point was discussed in detail with active participation from the members.

##### 3. Academic Performance Analysis

- The committee reviewed the **Course Outcome (CO)** attainments for 2nd, 3rd, and 4th year students from 2021–2022, 2nd Semester.
- A **comprehensive gap analysis** was conducted to determine performance deviations and required academic interventions.

##### 4. Syllabus and Course Outcome Approvals





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- The **R20 4th Year Syllabus and Course Outcomes (COs)** were presented and approved.
- Similarly, the newly introduced **R23 1st Year Syllabus and COs** received the committee's approval after discussion.

### 5. Enhancement of Student Skills

- **Skill-Oriented Courses** were approved for implementation in **2-1, 2-2, 3-1, 3-2, and 4-1 semesters** to reinforce technical competencies in students.
- The **CO attainment target** continues to be maintained at **60%**, with level definitions as:
  - **Level 3** – Above 80%
  - **Level 2** – Above 70%
  - **Level 1** – Above 60%

### 6. Curriculum Review & Feedback

- Inputs collected through various **feedback mechanisms** were discussed to evaluate curriculum relevance and effectiveness.
- Results from **Course Exit Surveys** indicated full indirect attainment across all reviewed courses.

### 7. Internship Implementation

- **Summer internships** were officially introduced in the **3-2 semester**, made mandatory with assigned credits.
- Evaluation for the internship will take place in **4-1 semester**.
- The existing **rubrics for internship assessment** were reviewed and retained without changes.

### 8. Faculty Competency and Development

- The distribution of faculty across course domains was analyzed.
- The committee also stressed the need for organizing **faculty development programs and skill enhancement workshops** to keep up with the evolving academic landscape.

### 9. Project Work Evaluation

- The committee reviewed and approved the **rubrics for project work evaluation**.
- **Criteria for selecting the best project work** were also finalized and approved.





**DEPARTMENT OF MECHANICAL ENGINEERING**

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**10. Vision, Mission, and Outcome Alignment**

- The department's Vision and Mission statements, along with the Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs), were reviewed.
- The mapping of PEOs to departmental mission elements was reaffirmed and retained without any modifications.

**11. Course Outcome (CO) Target Reassessment**

- A revised CO attainment target of "2" was set for upcoming batches to standardize assessment metrics.

**12. Addressing Curriculum Gaps**

- Suggestions were made for curriculum gap filling through:
  - Guest Lectures
  - Workshops
  - Industrial Visits
  - Changes in teaching methodology and pedagogy

**13. Assessment Process Refinement**

- The committee reviewed guidelines for:
  - Question paper design
  - Structure and marking of Continuous Internal Assessment (CIA)
  - Semester-End Examinations (SEE)These were refined to align with updated academic expectations.

**14. PO and PSO Target Adjustment**

- For the 2019–2023 batch, the PO & PSO attainment target has been raised to 65%, equating to an attainment level of 1.95.

**15. Conclusion**

The Head of the Department concluded the meeting by thanking all members for their time and valuable contributions. The discussion points were recorded, and action plans were outlined for further implementation.





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### 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

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Mechanical Engineering  
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