



MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC AUTONOMOUS INSTITUTION)

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An ISO 9001-2015 Certified Institution



DEPARTMENT OF MECHANICAL ENGINEERING

Date: 04-08-2023

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 07-08-2023 from 04:30 pm to 06:00 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. S. Baskaran	Associate Professor / Head of Department	
2.	Dr. R. Prithivi Rajan	Associate Professor / Project Coordinator	
3.	Dr. L. Anantha Raman	Assistant Professor / Academic Coordinator	
4.	Dr. Satyajit Pattanayak	Assistant Professor / Placement Coordinator	
5.	Dr. Arun Kumar D.	Assistant Professor / Dept. IQAC 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: 08-08-2023

Program Assessment Committee (PAC)

Minutes of meeting & report for the meeting held on 07-08-2023, 04:30 PM – 06:00 PM.

Venue: WB015 (CAD/CAM Lab I)

Agenda:

1. CO attainments for the previous semester.
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5. Program Outcomes and Program Specific Outcomes target levels
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Minutes:

Commencement of the Meeting

The meeting began with a cordial welcome by the **Head of the Department**, who appreciated the presence of all committee members. He emphasized the significance of regular review sessions to ensure continuous improvement and alignment with academic goals.

Agenda Briefing and Discussion

The **Academic Coordinator** presented the meeting agenda, going over each point methodically and facilitating discussions among the committee members to gather insights and finalize decisions.

Performance Review – Student Attainments

- The committee evaluated the attainment levels for the 2nd, 3rd, and 4th year students pertaining to the 2022–2023, 1st Semester.
- A detailed gap analysis was undertaken to identify deviations and to propose measures for enhancing learning outcomes.



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CO Attainment Benchmarking

- It was reiterated that the **CO attainment target** would remain at 60%, evaluated using the **Weighted Average Method**.
- The attainment levels are interpreted as follows:
 - **Level 3:** Above 80%
 - **Level 2:** Above 70%
 - **Level 1:** Above 60%

Curriculum Feedback and Insights

- Feedback gathered from students, faculty, and stakeholders on the **curriculum structure and delivery** was deliberated.
- Observations from the **Course Exit Surveys** indicated that **indirect attainment** was successfully achieved across all evaluated courses.

Faculty Proficiency and Development

- The committee took note of the current **faculty competencies** and their distribution across core and elective courses.
- It was mutually agreed that **faculty development programs** and **upskilling initiatives** are essential and should be scheduled periodically to strengthen instructional quality.

Vision, Mission & Outcome Framework Review

- The **Vision and Mission statements**, **Program Educational Objectives (PEOs)**, and **Program Specific Outcomes (PSOs)** were reviewed thoroughly.
- The **PEO-to-Mission alignment** for the **B.Tech Mechanical Engineering program** was examined and found to be appropriate, requiring no changes.

Bridging Curriculum Gaps

- Various strategies for **addressing curriculum gaps** were suggested, such as:
 - **Organizing guest lectures**
 - **Planning industrial visits**
 - **Conducting technical workshops**
 - **Introducing changes to teaching pedagogy for better conceptual understanding**



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Assessment Methodology and Standards

- The committee revisited and discussed the guidelines related to:
 - Question paper format
 - Continuous Internal Assessment (CIA) components and their respective weightages
 - Semester-End Examination structure and marking schemeThese standards were reaffirmed to ensure consistency and transparency in assessments.

Updated CO Target for Upcoming Batches

- It was resolved that the **CO target** for upcoming cohorts would be set at **2.0**, keeping in line with the department's academic strategy.

POs and PSOs – Indirect Assessment Review

- The **Program Outcomes (POs)** and **Program Specific Outcomes (PSOs)** were indirectly assessed for the **2019–2023 batch** using:
 - Graduate Exit Surveys
 - Alumni Feedback
 - Employer Surveys
- The analysis revealed **complete attainment** across all POs and PSOs, demonstrating the effectiveness of the program.

Meeting Conclusion

The Head of the Department expressed gratitude for the active engagement and valuable contributions from all members. The meeting concluded with a summary of the action points to be implemented, ensuring continued academic excellence.

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. S. Baskaran	Associate Professor / Head of Department	
2.	Dr. R. Prithivi Rajan	Associate Professor / Project Coordinator	



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Head of Department - ME

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Mechanical Engineering
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