



# 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: 02-01-2024

### 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 08-01-2024 from 09:30 am to 10:30 am 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. L. Anantha Raman	Assistant Professor / Academic Coordinator	
3.	Dr. Satyajit Pattanayak	Assistant Professor / Placement Coordinator	
4.	Dr. Arun Kumar D.	Assistant Professor / Dept. IQAC Coordinator	
5.	Dr. Rupshree Ozah	Assistant Professor / Activities Coordinator	
6.	Mr. Jagannath Pattar	Assistant Professor / Project 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: 09-01-2024

### Program Assessment Committee (PAC)

Minutes of meeting & report for the meeting held on 08-01-2024, 09:30 AM – 10:30 AM.

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:

#### Initiation of Meeting

The meeting commenced with a warm welcome by the **Head of the Department**, who appreciated the presence of all PAC members. He highlighted the critical role of such reviews in fostering continual improvement and ensuring academic relevance.

#### Agenda Overview

The **Academic Coordinator** presented the structured agenda, guiding the session through various academic and program-level discussions. All listed points were deliberated upon with active input from attendees.

#### Student Outcome Evaluation

- Attainments for the 2nd, 3rd, and 4th year students of 2022–2023, 2nd Semester were reviewed in detail.
- A gap analysis was also carried out to identify areas where learning outcomes were not met as expected and to determine necessary corrective measures.





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### Target Levels for COs

- The committee reiterated that the **Course Outcome (CO) attainment target** remains at **60%**, measured using the **Weighted Average Method**.
- The conversion levels for CO attainment are maintained as:
  - **Level 3:** >80%
  - **Level 2:** >70%
  - **Level 1:** >60%

### Rubrics – Project Work

- The **rubrics used for evaluating final year project work** were revisited and approved after a brief review.
- Rubrics to help in **identifying the best project submissions** were also examined and finalized.

### Curriculum Review and Feedback

- Detailed **feedback on the existing curriculum** was discussed, considering stakeholder suggestions and survey inputs.
- Inputs from the **Course Exit Survey** indicated full indirect attainment across all courses, reflecting satisfactory student perception and experience.

### Faculty Skills and Development

- Discussions were held on the **current faculty competency mapping**, ensuring that courses are handled by appropriately skilled instructors.
- The committee acknowledged the **need for faculty development initiatives** and encouraged more training sessions and upskilling opportunities.

### Review of Program Framework

- The department's **Vision and Mission**, alongside the **PEOs (Program Educational Objectives)** and **PSOs (Program Specific Outcomes)**, were revisited for validation.
- The mapping of **B.Tech Mechanical Engineering PEOs** with the department's mission was reviewed and retained without modification.

### CO Target Update

- For upcoming batches, it was confirmed that the **CO target** would continue to be set at **2**, ensuring a balanced and achievable performance expectation.





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### Bridging Gaps in Curriculum

To address learning and exposure gaps, several strategies were proposed:

- Hosting **guest lectures** from industry professionals
- Organizing **industrial visits** for practical exposure
- Conducting **technical workshops**
- Adopting **innovative teaching methodologies** to enhance concept clarity

### Assessment and Examination Structure

- The meeting included a review of existing **assessment guidelines**, covering:
  - **Question paper formatting**
  - Distribution of marks for **Continuous Internal Assessment (CIA)**
  - Structure of the **Semester-End Examination (SEE)**. These were confirmed to be appropriate and in alignment with the current academic regulations.

### PO & PSO Indirect Attainment Update

- The **Program Outcomes (POs)** and **Program Specific Outcomes (PSOs)** for the **2020–2024 batch** were evaluated using indirect tools like:
  - **Graduate Exit Survey**
  - **Alumni Feedback**
  - **Employer Survey**
- The attainment level has been raised to **75% (Level 2.25)**, showing clear academic progression.

### Closing Notes

The meeting concluded with a summary of the key takeaways and actionable items. The **Head of the Department** thanked all members for their valuable insights and emphasized the importance of collaborative academic planning for sustained program success.





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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. S. Baskaran	Associate Professor / Head of Department	
2.	Dr. L. Anantha Raman	Assistant Professor / Academic Coordinator	
3.	Dr. Satyajit Pattanayak	Assistant Professor / Placement Coordinator	
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Head of Department - ME

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