



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: 01-08-2024

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 05-08-2024 from 02:00 pm to 04:30 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. S. Baskaran	Associate Professor / Head of Department	
2.	Dr. L. Anantha Raman	Assistant Professor / Academic Coordinator	
3.	Dr. Arun Kumar D.	Assistant Professor / Dept. IQAC Coordinator	
4.	Dr. Rupshree Ozah	Assistant Professor / Activities Coordinator	
5.	Dr. Jagannath Pattar	Assistant Professor / Project Coordinator	
6.	Mr. S. Manoj Kumar	Assistant Professor / Placement 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: 07-08-2024

Program Assessment Committee (PAC)

Minutes of meeting & report for the meeting held on 05-08-2024, 02:00 PM – 04:30 PM.

Venue: WB015 (CAD/CAM Lab I)

Agenda:

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

Welcome Address

The **Head of the Department** formally initiated the session by welcoming all committee members. He highlighted the importance of regularly assessing academic processes to ensure ongoing improvement and alignment with institutional goals.

Agenda Presentation

The **Academic Coordinator** presented the outlined topics for the meeting. Each point was thoroughly discussed, allowing all members to provide their insights and suggestions throughout the session.

Outcome Review and Analysis

- Attainment data for 2nd, 3rd, and 4th year students for the 2023–2024, 1st Semester was reviewed.
- A gap analysis was performed to pinpoint deviations from expected learning outcomes and develop strategies for addressing them.



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CO Benchmark Confirmation

- The committee reaffirmed the **Course Outcome (CO) target**, continuing with a **60% threshold** based on the **Weighted Average Method**.
- CO attainment levels remain defined as:
 - **Level 3** – Above 80%
 - **Level 2** – Above 70%
 - **Level 1** – Above 60%

Curriculum Evaluation and Feedback

- A discussion was held on curriculum effectiveness based on collected feedback.
- **Course Exit Surveys** were analyzed, showing **full indirect attainment** across all evaluated subjects, indicating positive learning experiences.

Review of Program Structure

- The department's **Vision, Mission, PEOs (Program Educational Objectives)**, and **PSOs (Program Specific Outcomes)** were revisited.
- The mapping between **B.Tech Mechanical Engineering PEOs** and the department's mission elements was evaluated and retained without modifications.

Faculty Capacity and Development

- The current **distribution of faculty competencies** was examined.
- A strong emphasis was placed on the need for **faculty development and upskilling**, with a recommendation to organize internal and external training programs.

Bridging Academic Gaps

To close the gaps identified in the curriculum, the following were proposed:

- **Hosting technical workshops**
- **Arranging guest expert sessions**
- **Organizing industrial visits**
- **Introducing innovative teaching strategies and modern pedagogical methods**

Assessment Framework Review

- The meeting included a comprehensive discussion on:



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- Question paper design protocols
- CIA (Continuous Internal Assessment) structure and mark distribution
- Semester-End Examination guidelines. These elements were reviewed and deemed suitable for continued implementation.

Updated CO Target for Upcoming Cohorts

- It was agreed that the **CO attainment target** for the next academic batch will be maintained at **2.0**, in line with previous decisions.

Indirect PO & PSO Attainment Analysis

- For the **2020–2024 batch**, indirect assessment of **Program Outcomes (POs)** and **Program Specific Outcomes (PSOs)** was carried out using:
 - Graduate Exit Surveys
 - Alumni Feedback
 - Employer Feedback
- The committee was pleased to note that **full attainment** was recorded across all outcomes.

Closure

The meeting concluded on a positive note, with appreciation from the **Head of the Department** for the collaborative spirit of the committee. Key action points were summarized and responsibilities for follow-up were assigned.

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	
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Head of Department - ME

Head of the Department
Mechanical Engineering
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