



# 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: 02-01-2025

### 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 08-01-2025 from 04:00 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. 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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## 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: 10-01-2025

### Program Assessment Committee (PAC)

Minutes of meeting & report for the meeting held on 08-01-2025, 04:00 PM – 06:00 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:

#### Opening Note

The meeting commenced with the **Head of the Department** extending a cordial welcome to all PAC members. He emphasized the department's commitment to regular academic evaluation as a means to sustain and enhance program quality.

#### Review of Agenda

The **Academic Coordinator** outlined the agenda, facilitating an open discussion on each item. Committee members actively participated, offering valuable perspectives and observations throughout.

#### Academic Attainment Review

- An in-depth review of **Course Outcome (CO)** attainment levels for 2nd, 3rd, and 4th year students from the 2023–2024, 2nd semester was conducted.
- A gap analysis followed to pinpoint performance discrepancies and identify actionable steps to bridge learning deficiencies.





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### Course Outcome Target and Evaluation Model

- The CO target remains fixed at **60%**, assessed via the **Weighted Average Method**.
- Attainment levels were confirmed as:
  - **Level 3:** More than 80%
  - **Level 2:** More than 70%
  - **Level 1:** More than 60%

### Curriculum Approvals

- The **R23 2nd Year Syllabus** was presented and approved after detailed review.
- Associated **Course Outcomes (COs)** for R23 2nd year subjects were also examined and approved by the committee.

### Technical Skill Development Initiatives

- New **skill enhancement courses** have been introduced for **2-1, 2-2, 3-1, 3-2, and 4-1** semesters with the aim of boosting students' applied technical knowledge and readiness for industry roles.

### Faculty Capability & Growth Discussion

- The current **faculty competency matrix** was reviewed to ensure subject alignment.
- Emphasis was placed on the continued need for **faculty development programs** and **technical upskilling**, particularly in emerging engineering domains.

### Project Evaluation Rubrics

- The committee reviewed and approved:
  - **Rubrics for evaluating project work**
  - **Criteria for selecting outstanding/best projects.** These frameworks aim to bring uniformity and fairness to project assessments.

### Curriculum Feedback & Exit Surveys

- Feedback collected through various **curriculum review channels** was discussed.
- Analysis of the **course exit survey** results revealed **full indirect attainment** for all reviewed courses, reflecting positively on curriculum effectiveness.

### Review of Program Framework





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## DEPARTMENT OF MECHANICAL ENGINEERING

- The department's Vision, Mission, Program Educational Objectives (PEOs), and Program Specific Outcomes (PSOs) were revisited.
- The mapping between PEOs and the mission for the B.Tech Mechanical Engineering program was validated and maintained unchanged.

### Revised Targets and Strategies

- CO target for all courses remains at "2", continuing from earlier resolutions.
- The PO and PSO attainment target for the 2021–2025 batch was adjusted to 65%, corresponding to Level 1.95, based on ongoing assessment data.

### Addressing Curriculum Gaps

To bridge gaps identified during performance reviews, the committee proposed:

- Hosting technical workshops
- Organizing guest lectures
- Planning industrial exposure visits
- Enhancing teaching through innovative pedagogical strategies

### Assessment and Examination Guidelines

- Revisions and confirmations were made to the:
  - Question paper setting norms
  - Continuous Internal Assessment (CIA) scheme with mark allocation
  - Semester-End Examination structure. These are to be uniformly implemented across courses.

### Closure and Action Items

The session concluded with the Head of the Department thanking all members for their contributions. Action points were noted, and responsibilities were delegated to concerned faculty for timely execution.

### 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	





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Head of Department - ME

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