



Rajarajeswari College of Engineering

(An Autonomous Institute, Affiliated Visvesvaraya Technological University, Belagavi,
Approved by AICTE, UGC & GoK, Accredited by ISO 9001-2015 Certified Institution)

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Department of Computer Science and Design



24-12-2024

CIRCULAR

PROGRAM ADVISORY COMMITTEE (PAC) – MEETING 2

ACADEMIC YEAR 2024-2025

This is to inform all PAC members and staff meeting will be held 2-01-2025, in the Aryabhata seminar hall (first floor). The meeting will begin at 11:00 AM. All PAC members and staffs are requested to attend without fail.

Agenda:

1. Action Plan for results attainments and slow learners.
2. Feedback Analysis for various stakeholders.

M.K.
24/12/2024

HoD-CSD

Professor & HOD
Department of Computer Science & Design
Rajarajeswari College of Engineering
Bangalore - 560 074.

Copy to

1. All PAC and Staff members
2. Dean-office

L. R...



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PROGRAM ADVISORY COMMITTEE (PAC) Meeting-II

Academic Year 2024-2025(Odd Sem)

Minutes of Meeting-II

The Second Program Advisory Committee (PAC) meeting was conducted to review academic implementation, attainment progress, and quality enhancement measures of the program. The PAC meeting was conducted on 02.01.2025 at 11:00 AM in the Aryabhata seminar hall (first floor).

Members Present:

Sl. No	Name of the faculty	Designation	Signature
1	HoD	Chairman	
2	Dr.M.Selvi	Member	
3	Dr.G.Sadashivappa	Member	
4	Mrs.Malathi V	Member	
5	Mr.Achuthan.S	Member	
6	Mrs.Rubithra	Member	
7	Mr.Ghousepasha	Member	

Agenda of the Meeting

1. Welcome and Introduction
2. Review of action taken on resolutions of the first PAC meeting.
3. Review and approval of 3rd and 4th semester syllabus implementation and Course Outcomes.
4. Review of target setting and improvement action plans.
5. Review of slow learner identification and remedial measures.
6. Analysis of stakeholder feedback and review of course exit survey results.
7. Discussion on semester-wise result analysis, Comparison of IA and SEE performance.
8. Review of IA question paper setting and moderation.
9. Discussion on academic documentation and accreditation compliance.
10. Any other matter with the permission of the Chair.
11. Vote of Thanks



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The meeting commenced with a welcome address by the Chairman. She briefed the members about the objectives of the second PAC meeting and reviewed the progress of action items from the previous meeting. The members actively participated in the discussions and provided valuable inputs for academic improvement and quality assurance.

Review of Previous Action Taken

The committee reviewed the implementation status of the resolutions passed in the first PAC meeting. The members appreciated the timely completion of most action items.

Syllabus Implementation and CO Approval

The committee reviewed the implementation of the approved syllabus across all semesters. It was resolved to ensure uniformity in syllabus coverage, lesson planning, and teaching methodologies. The alignment of Course Outcomes with Program Outcomes and Program Specific Outcomes was verified, and faculty members were advised to revise COs wherever necessary.

Action Plan for Target Improvement

The committee resolved to implement comprehensive action plans to improve attainment targets. These include additional tutorial sessions, bridge courses, peer learning, remedial coaching, mentoring support, and project-based learning activities. The effectiveness of these measures shall be reviewed in subsequent meetings.

Support for Slow Learners

The committee resolved to strengthen support mechanisms for slow learners through early identification based on IA performance and attendance. Personalized counseling, special coaching sessions, mentoring, and continuous progress monitoring shall be conducted to enhance their academic performance.

Stakeholder Feedback Analysis and Course Exit Survey Review

The committee reviewed feedback received from students, alumni, employers, and parents. It was resolved to analyze the feedback statistically and identify major improvement areas. Relevant suggestions shall be incorporated into curriculum design, teaching practices, and assessment methods. The committee reviewed the course exit survey results in detail. It was resolved to correlate survey outcomes with attainment levels and utilize the feedback to improve course delivery, content coverage, and assessment strategies.



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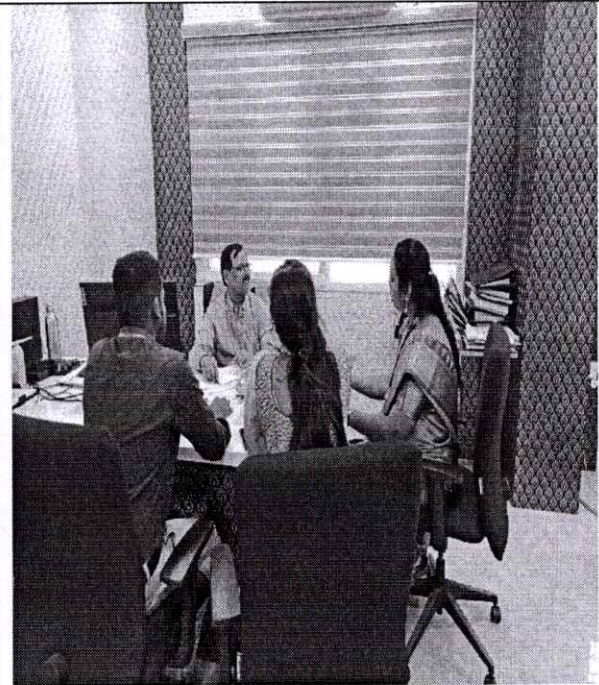
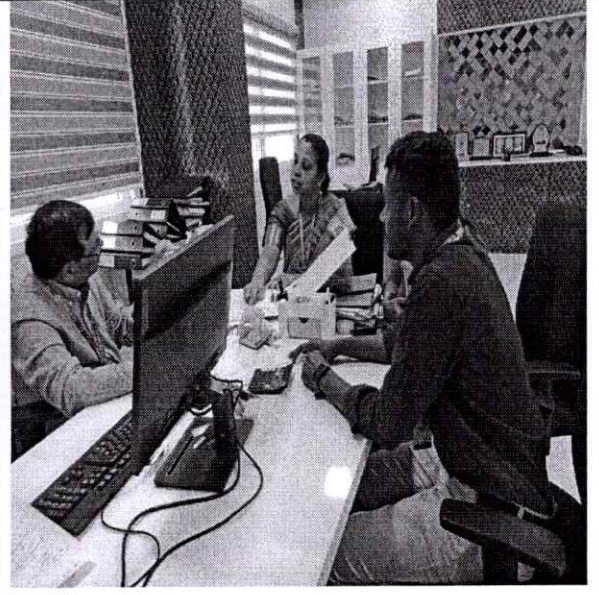
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PROGRAM ADVISORY COMMITTEE (PAC) Meeting-II

Minutes of Meeting- II



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IA and SEE Comparison

The committee reviewed the comparative analysis of Internal Assessment and Semester End Examination results. It was resolved to study deviations and ensure transparency and consistency in evaluation practices. Faculty members were advised to modify teaching strategies based on the analysis.

Academic Documentation

The committee emphasized the importance of maintaining comprehensive academic records including course files, lesson plans, assessment reports, feedback analysis, and attainment documents. . IA question papers shall be prepared based on Bloom's Taxonomy, mapped to COs, and reviewed by senior faculty members to ensure balanced difficulty levels and syllabus coverage.

Continuous Quality Improvement (CQI)

The committee resolved to strengthen the Continuous Quality Improvement mechanism by integrating feedback analysis, attainment review, action planning, and implementation monitoring. Regular reviews shall be conducted to ensure sustained academic excellence.

HoD-CSD

Professor & HOD

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Dean-Academics

Principal