MOOGAMBIGAI CHARITABLE AND EDUCATIONAL TRUST

Rajarajeswari College of Engineering

(An Autonomous Institution under Visvesvaraya Technological University, Belagavi)

Department of Electrical & Electronics Engineering

Date: 25.07.2024

PROGRAM ADVISORY COMMITTEE (PAC) Meeting-I

Academic Year 2024-2025(Odd Sem)

Minutes of Meeting

The PAC meeting of Electrical and Electronics Engineering Department was conducted on 23.07.2024 at 10:00 AM in Tesla Hall.

Members Present:

Sl.No	Name of Members	Affiliation	Position
1.	Dr. P Ebby Darney	Professor & Head of the Department	Chairman
2.	Dr.R. Arul Jose	Associate Professor	Member
3.	Shivalingaiah.K.L	Assistant Professor	Member
4.	Sincy Elezebeth Kuruvilla	Assistant Professor	Member
5.	Nandini.N	Assistant Professor	Member
6.	Avinash .C.M	Assistant Professor	Member
7.	Pazhanivel Rajan	Assistant Professor	Member
8.	Siva A	Assistant Professor	Member
9.	Prutha.G	Assistant Professor	Member
10.	Kiruthika.K	Assistant Professor	Member
11.	Pavan Kumar K R	Assistant Professor	Member
12.	Udhyami.M.B	Assistant Professor	Member

Agenda of the Program Advisory Committee (PAC) Meeting

1. Welcome and Introduction
2. Review and approval of department-prepared syllabus and Course Outcomes (COs).
3. Verification of CO–PO–PSO mapping and alignment with program objectives.
4. Appointment and review of semester-wise course coordinators and submission of academic documents.
5. Discussion on attainment levels of COs, POs, and PSOs.
6. Review of target setting and formulation of action plans for attainment improvement.
7. Collection, analysis, and utilization of stakeholder feedback for curriculum enhancement.
8. Identification of slow learners and planning of remedial and mentoring activities.
9. Review and implementation of course exit survey and feedback analysis.
10. Discussion on semester-wise result analysis and performance trends.
11. Comparative analysis of Internal Assessment (IA) and Semester End Examination (SEE) results.
12. Review of Internal Assessment question paper setting and moderation process,
13. Discussion on academic documentation, record maintenance, and accreditation compliance.
14. Review of industry relevance and integration of emerging technologies.
15. Any other matter with the permission of the Chair.
16. Vote of Thanks

Proceedings of the Meeting

The meeting commenced with the welcome address by the Chairman, Dr. P. Ebby Darney. He briefed the members about the academic progress and objectives of the department.

The committee resolved that the department shall prepare the syllabus in alignment with university regulations, industry requirements, and emerging technologies. Concerned faculty members shall

formulate measurable and attainable Course Outcomes (COs). The course coordinator shall verify the alignment of COs with Program Outcomes (POs) and Program Specific Outcomes (PSOs) and submit the same for approval by the Program Advisory Committee.

It was resolved that for every semester, a semester coordinator shall be appointed to coordinate academic activities. The coordinator shall compile course files, lesson plans, assessment records, and attainment reports and submit them to the Program Coordinator (Chairman) for review and approval by the committee.

The committee discussed in detail the methodology adopted for CO and PO attainment calculation. It was resolved to conduct systematic attainment reviews at the end of each semester. Comparative analysis of previous and current attainment levels shall be carried out to assess progress and identify improvement areas.

The committee resolved to prepare comprehensive action plans to enhance attainment levels. These shall include additional tutorial classes, problem-solving sessions, bridge courses, peer learning activities, project-based learning, and academic mentoring. The effectiveness of these measures shall be reviewed periodically.

The committee resolved to collect structured feedback from stakeholders such as students, alumni, employers, parents, and faculty members after syllabus implementation. The feedback shall be statistically analyzed and discussed in subsequent PAC meetings for curriculum refinement and quality improvement.

The committee resolved to identify slow learners based on IA performance, attendance, and academic records. Personalized counseling, remedial teaching, mentoring sessions, and periodic progress monitoring shall be conducted to improve their learning outcomes.

The committee emphasized the importance of course exit surveys in evaluating course effectiveness. It was resolved to conduct surveys at the end of every semester using standardized formats. The results shall be analyzed and linked with attainment outcomes for continuous improvement.

The committee reviewed semester-wise result analysis, including pass percentage, grade distribution, and failure analysis. It was resolved to prepare detailed reports identifying subject-wise performance trends and implement corrective measures for low-performing courses.

The committee discussed the correlation between Internal Assessment and Semester End Examination results. It was resolved to analyze deviations to ensure transparency, fairness, and uniformity in evaluation. Faculty members shall revise teaching strategies based on analysis outcomes.

The committee resolved that Internal Assessment question papers shall be designed in accordance with Bloom's Taxonomy and mapped to COs. A moderation mechanism shall be followed to ensure balanced coverage of syllabus, difficulty levels, and outcome alignment.

The committee resolved to periodically review faculty academic performance in terms of syllabus completion, assessment practices, mentoring, and attainment contribution. Faculty members shall be encouraged to adopt innovative pedagogies and pursue professional development programs.

The committee resolved to integrate industry-relevant content, certification courses, and emerging technologies into the curriculum. Industry experts shall be invited to provide inputs on syllabus updates and employability skills.

The committee emphasized proper maintenance of academic records including course files, assessment reports, feedback analysis, and attainment documents. All records shall be maintained in digital and physical formats as per NBA/NAAC guidelines.

The committee resolved to strengthen the Continuous Quality Improvement process by linking feedback, attainment analysis, action plans, and implementation reviews. Regular monitoring shall be carried out to ensure sustainable academic excellence.

The Chairman thanked all members for their valuable suggestions and active participation. The meeting concluded with vote of thanks.

HoD-EEE

Dean-Academics

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