



MOOGAMBIGAI CHARITABLE AND EDUCATIONAL TRUST

**Rajarajeswari College of Engineering**

(An Autonomous Institution under Visvesvaraya Technological University, Belagavi)

**Department of Electrical & Electronics Engineering**

NBA  
CSE ECE, ISE



Date: 17.01.2025

**PROGRAM ADVISORY COMMITTEE (PAC) Meeting-II**

Academic Year 2024-2025(Odd Sem)

Minutes of Meeting

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 13.01.2025 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.	Prutha.G	Assistant Professor	Member
9.	Kiruthika.K	Assistant Professor	Member
10.	Udhyami.M.B	Assistant Professor	Member
11.	Swetha R	Assistant Professor	Member
12.	Ramyra R	Assistant Professor	Member



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### 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 3<sup>rd</sup> and 4<sup>th</sup> 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

### Proceedings of the Meeting

The meeting commenced with a welcome address by the Chairman. He 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.





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### **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.

### **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,



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and reviewed by senior faculty members to ensure balanced difficulty levels and syllabus coverage.

All records shall be maintained in both physical and digital formats as per NBA/NAAC guidelines.

### 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.

### Action Plan

Sl. No	Activity	Responsibility	Timeline
1	Complete pending PAC actions	Course Coordinators	Immediate
2	Improve attainment levels	Faculty Members	Ongoing
3	Conduct remedial classes	Class Advisors	Every semester
4	Update academic records	Department Staff	Continuous
5	Review feedback implementation	Program Coordinator	Next meeting

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

  
HoD-EEE

  
Dean-Academics

  
Principal  
Principal  
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