



# Rajarajeswari College of Engineering

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

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## Dept of Information Science & Engineering

### PROGRAM ADVISORY COMMITTEE (PAC) – MEETING I

Department of Information Science and Engineering

Academic Year: 2024–2025 (Odd Semester)

Date: 25.07.2024

#### Minutes of the Meeting

The Program Advisory Committee (PAC) – Meeting I of the Department of Information Science and Engineering was conducted on 23.07.2024 at 10:00 AM in the Board Room to review academic activities and discuss strategies for continuous improvement of the program.

Members Present:

Sl. No.	Name	Designation	Role
01	Dr. Sreenivasa Murthy.V	Assoc. Professor & Head, Dept. of ISE	Chairman
02	Dr. D. Sivakumar	Professor, Dept. of ISE	Member Secretary
03	Dr. Thippeswamy G. R	Professor, Dept. of ISE	Course Coordinator / Member
04	Dr. Amutharaj J	Professor, Dept. of ISE	OBE Expert / Member
05	Ms. Arpitha R	Senior Software Application Developer, Infosys Technologies Ltd., Bengaluru	External Member
06	Mr. Dineshkumar M	Assistant Professor, Dept. of ISE	Course Coordinator / Member

#### Agenda of the 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
5. Discussion on attainment levels of COs, POs, and PSOs
6. Review of target setting and formulation of action plans for improvement
7. Collection and analysis of stakeholder feedback for curriculum enhancement
8. Identification of slow learners and planning remedial measures
9. Review of course exit survey and feedback analysis
10. Discussion on semester-wise result analysis

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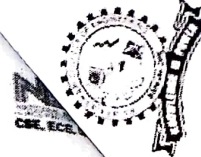
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11. Comparative analysis of Internal Assessment (IA) and Semester End Examination (SEE) results
12. Review of Internal Assessment question paper setting and moderation process
13. Discussion on academic documentation and accreditation compliance
14. Integration of industry requirements and emerging technologies into the curriculum
15. Any other matter with the permission of the Chair
16. Vote of Thanks

### Proceedings of the Meeting

The meeting commenced with a **welcome address by the Chairman, Dr. Sreenivasa Murthy.V**, who briefed the members about the academic progress of the department and the objectives of the PAC meeting.

The committee reviewed the **department-prepared syllabus and Course Outcomes (COs)** and resolved that the syllabus should be aligned with **university regulations, industry requirements, and emerging technological trends**. Faculty members were advised to design **clear, measurable, and achievable Course Outcomes**.

The **CO-PO-PSO mapping** was verified to ensure alignment with the **program objectives and the Outcome-Based Education (OBE) framework**.

The committee resolved that **course coordinators shall be appointed for each course** to monitor syllabus delivery, assessment activities, and documentation. Course coordinators shall maintain course files, lesson plans, and attainment reports for departmental review.

The methodology adopted for **CO and PO attainment calculation** was discussed. It was resolved that **periodic attainment analysis shall be conducted at the end of each semester**, and comparative analysis will be carried out to identify areas requiring improvement.

To improve attainment levels, the committee recommended **additional tutorial sessions, problem-solving classes, bridge courses, peer learning activities, project-based learning approaches, and academic mentoring**.

The committee resolved to collect **structured feedback from stakeholders**, including students, alumni, employers, parents, and faculty members. The feedback will be analyzed and utilized for **curriculum enhancement and quality improvement**.

The identification of **slow learners** based on Internal Assessment performance and attendance was discussed. Appropriate **remedial classes, mentoring sessions, and academic counselling** will be conducted to support their progress.



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The committee emphasized the importance of the **course exit survey** in evaluating course effectiveness. It was resolved that the survey will be conducted at the **end of every semester** and the results will be linked with attainment analysis.

The committee reviewed **semester-wise result analysis**, including pass percentage, grade distribution, and subject-wise performance trends. Corrective measures will be implemented for courses with lower performance.

A **comparative analysis of Internal Assessment (IA) and Semester End Examination (SEE) results** was discussed to ensure transparency and consistency in evaluation. Faculty members were advised to refine teaching strategies based on the analysis.

It was resolved that **Internal Assessment question papers shall be prepared in accordance with Bloom's Taxonomy and mapped to Course Outcomes**, ensuring balanced coverage of the syllabus and appropriate difficulty levels.


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

The committee also recommended **integration of industry-relevant content, certification programs, and emerging technologies** into the curriculum to enhance the employability skills of students.

Finally, the committee stressed the importance of strengthening the **Continuous Quality Improvement (CQI) process** by linking attainment analysis, feedback mechanisms, and action plans for sustained academic excellence.

### Conclusion

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

  
**Dr. Sreenivasa Murthy.V**  
Chairman – PAC  
Head of the Department  
Department of Information Science and Engineering  
Rajarajeswari College of Engineering, Bengaluru – 560074

  
Dean – Academics  
DEAN ACADEMICS

Rajarajeswari College of Engineering

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Principal  
Principal  
RAJARAJESWARI

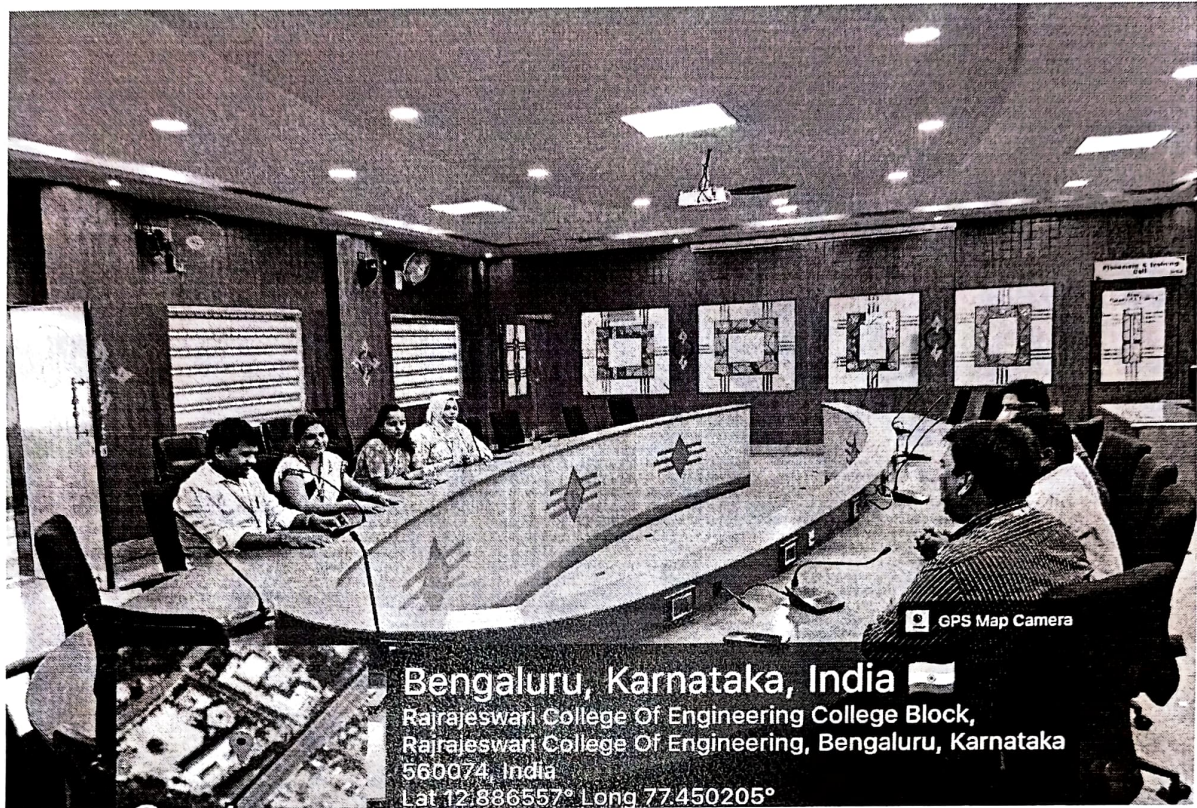
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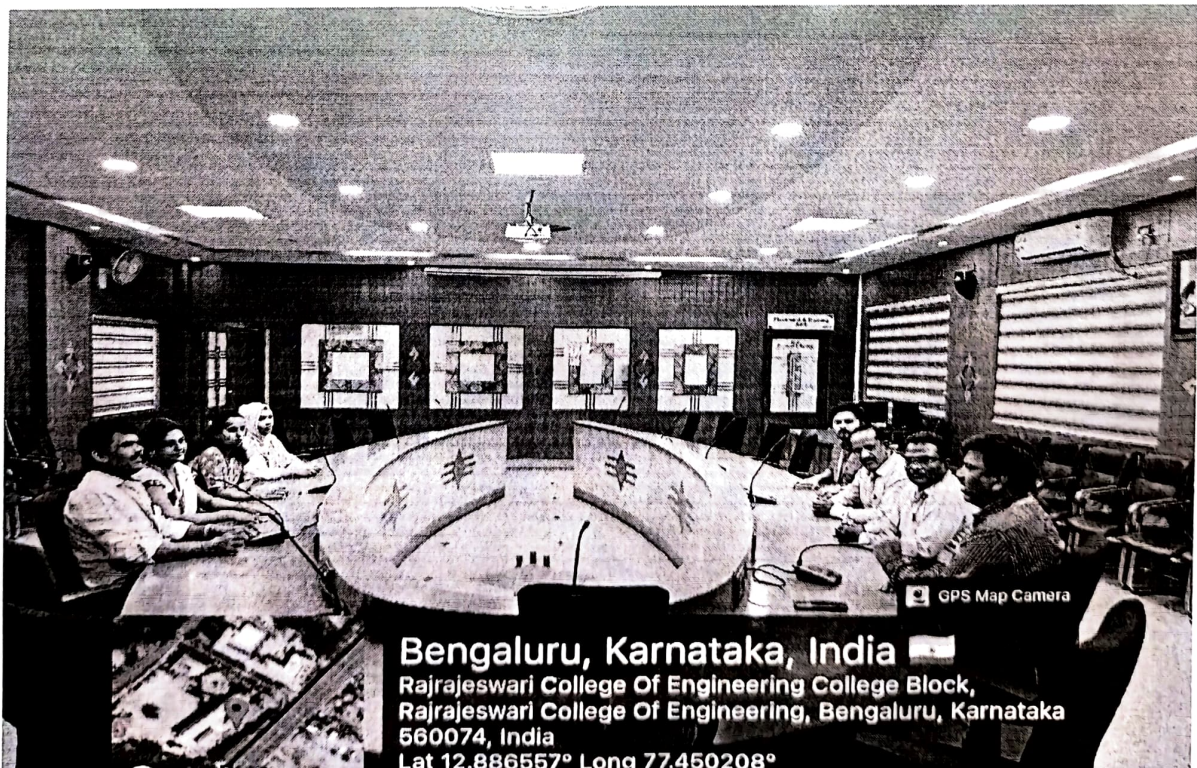
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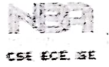
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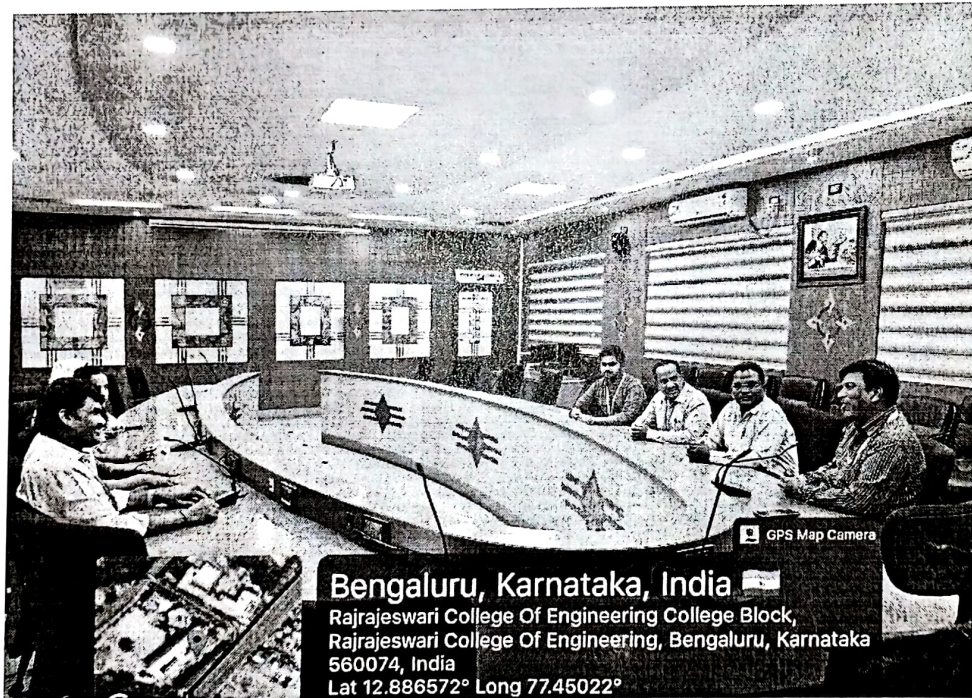
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