



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 II

Academic Year: 2024–2025 (Even Semester)

Date: 17.01.2025

Minutes of the Meeting

The Second Program Advisory Committee (PAC) Meeting of the Department of Information Science and Engineering was conducted on 13.01.2025 at 10:00 AM in the Board Room to review academic implementation, attainment progress, and quality enhancement measures for 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 of Action Taken on resolutions of PAC Meeting–I
3. Review and approval of syllabus implementation and Course Outcomes (COs)
4. Review of target setting and improvement action plans for attainment
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 and comparison of IA and SEE performance
8. Review of Internal Assessment question paper setting and moderation
9. Discussion on academic documentation and accreditation compliance

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10. Continuous Quality Improvement (CQI) initiatives
11. Any other matter with the permission of the Chair
12. 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 objectives of the second PAC meeting and reviewed the academic progress of the department.

Review of Previous Action Taken

The committee reviewed the implementation status of the resolutions passed during **PAC Meeting-I**. The members appreciated the timely completion of most action items and suggested continued monitoring for the effective implementation of pending activities.

Syllabus Implementation and Course Outcomes

The committee reviewed the **implementation of the approved syllabus** and verified the alignment of **Course Outcomes (COs) with Program Outcomes (POs) and Program Specific Outcomes (PSOs)** under the **Outcome-Based Education (OBE) framework**. Faculty members were advised to periodically review CO statements to ensure clarity, measurability, and alignment with program objectives.

Target Setting and Attainment Improvement

The committee discussed the **methodology adopted for attainment calculation** and resolved to strengthen measures for improving attainment levels. Suggested initiatives include **tutorial sessions, bridge courses, peer learning activities, project-based learning, and academic mentoring**. The effectiveness of these measures will be reviewed periodically.

Support for Slow Learners

The committee emphasized the **early identification of slow learners** based on Internal Assessment performance and attendance. It was resolved to conduct **remedial classes, mentoring sessions, and academic counselling** to enhance student performance and ensure better learning outcomes.

Stakeholder Feedback and Course Exit Survey

The committee reviewed feedback received from **students, alumni, employers, and parents**. It was resolved to analyze the feedback systematically and incorporate relevant suggestions into **curriculum improvement, teaching methodologies, and assessment**



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practices. The committee also reviewed the **course exit survey results** and recommended linking them with attainment analysis for continuous improvement.

IA and SEE Result Analysis

A detailed **comparison of Internal Assessment (IA) and Semester End Examination (SEE) results** was conducted. The committee advised faculty members to analyze deviations and adopt improved teaching strategies to enhance student performance.

Internal Assessment Question Paper Review

The committee resolved that **Internal Assessment question papers shall be designed in accordance with Bloom's Taxonomy and mapped with Course Outcomes**. A moderation process shall be followed to ensure balanced syllabus coverage and appropriate difficulty levels.

Academic Documentation and Compliance

The committee emphasized maintaining **comprehensive academic documentation**, including course files, lesson plans, assessment reports, attainment records, and feedback analysis. All records shall be maintained in **both digital and physical formats as per NBA/NAAC guidelines**.

Continuous Quality Improvement (CQI)

The committee discussed the need to strengthen the **Continuous Quality Improvement (CQI) process** by linking attainment analysis, stakeholder feedback, and action plans. Regular monitoring and periodic reviews will ensure sustained academic excellence and program improvement.

Action Plan

Sl. No.	Activity	Responsibility	Timeline
1	Completion of pending PAC action items	Course Coordinators	Immediate
2	Implementation of strategies to improve attainment levels	Faculty Members	Ongoing
3	Conduct of remedial classes for slow learners	Class Advisors	Every Semester
4	Maintenance and updating of academic documentation	Department Staff	Continuous
5	Review of stakeholder feedback implementation	Program Coordinator	Next PAC Meeting

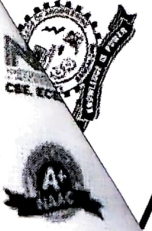


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Conclusion

The Chairman thanked all 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

Professor & HOD
Dept. of Information of Science Engg
Bengaluru - 560074.

Dean – Academics
DEAN ACADEMICS

Rajarajeswari College of Engineering

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Principal
Principal

RAJARAJESWARI

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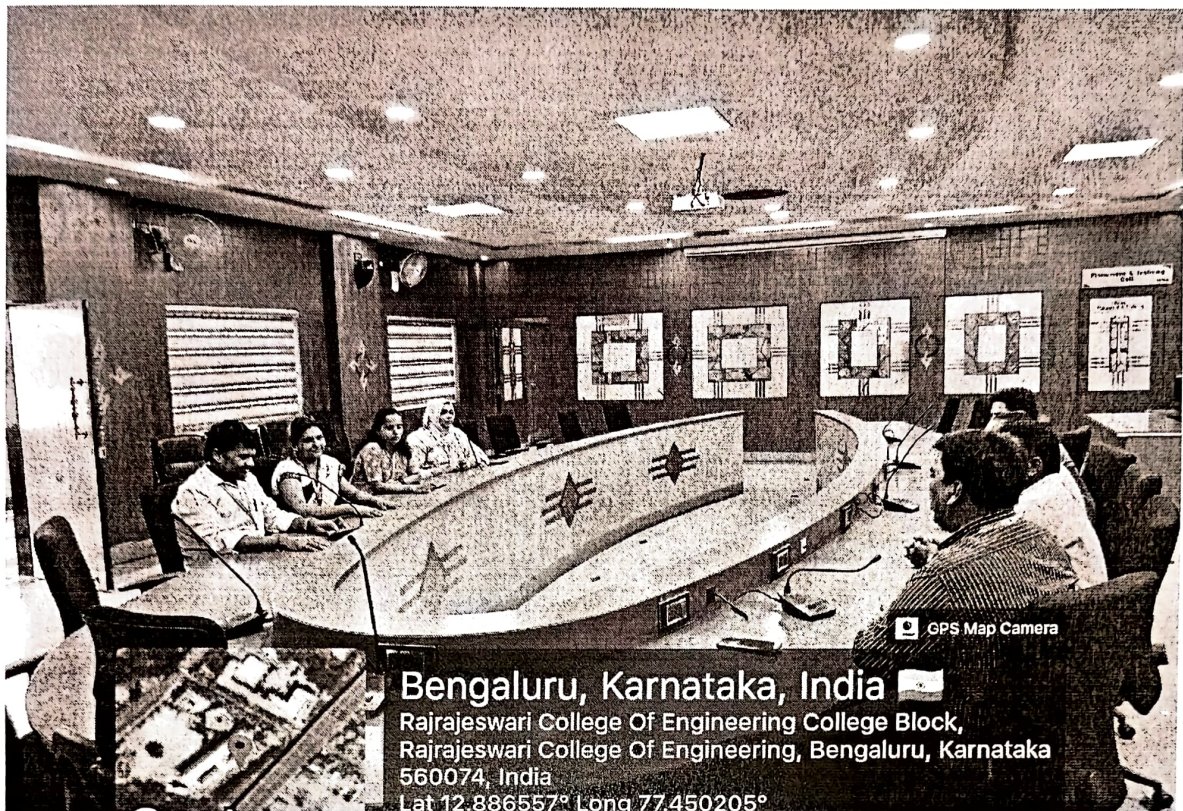
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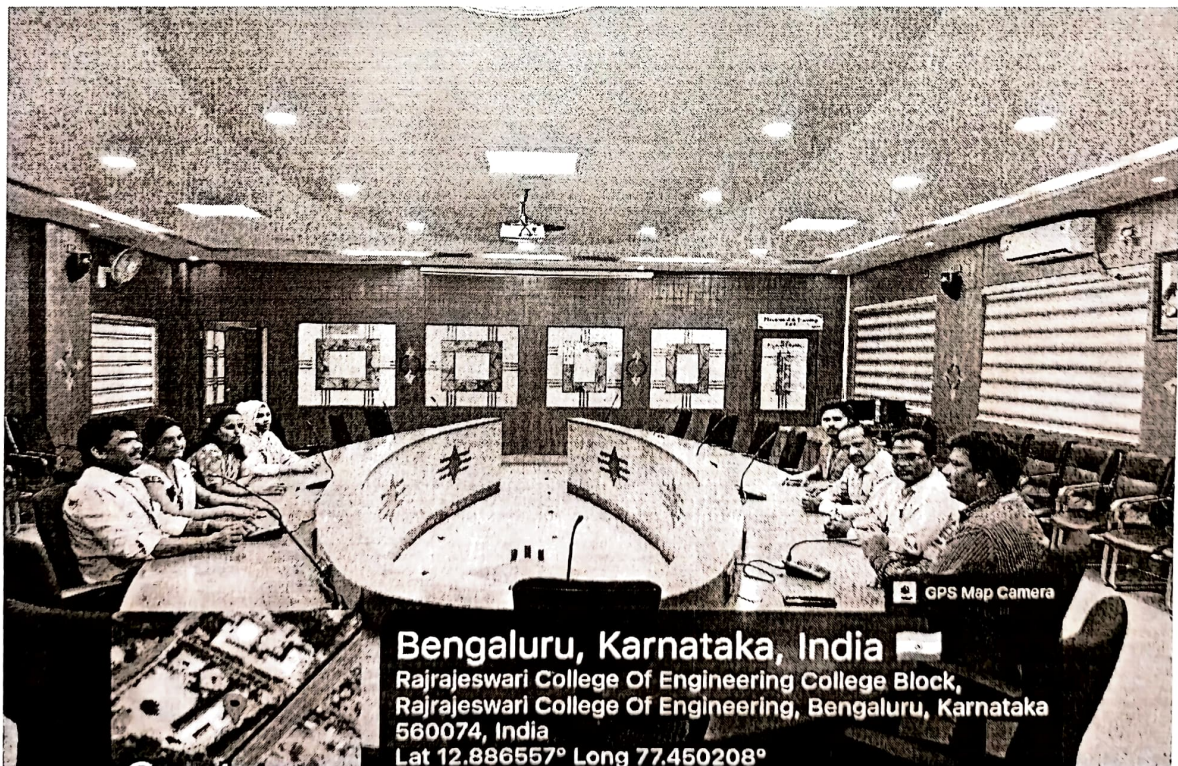
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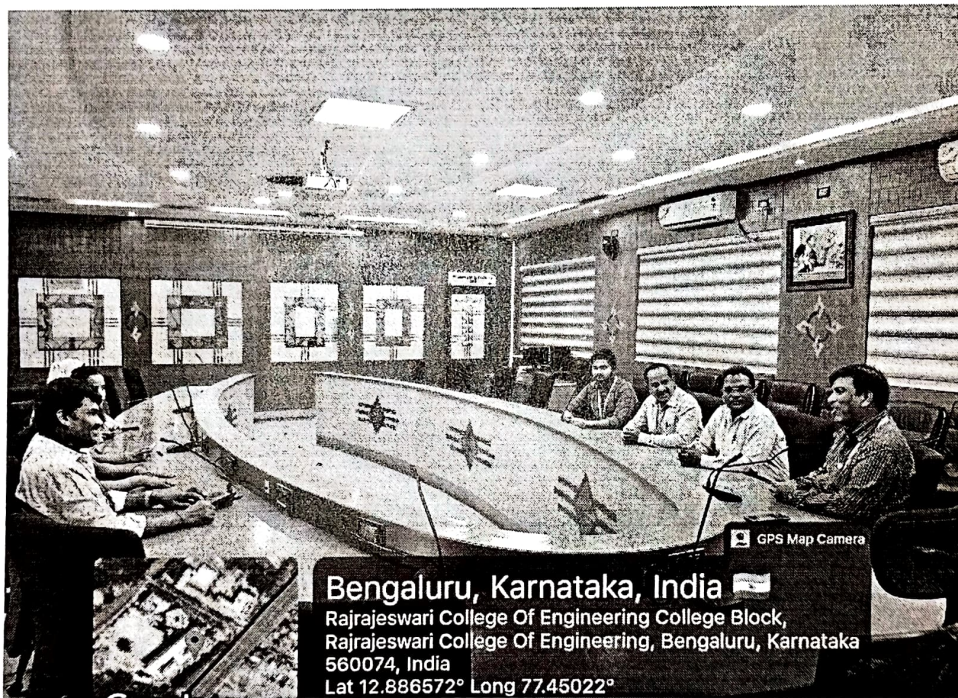
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