



PROGRAM ADVISORY COMMITTEE (PAC) – MEETING II

Academic Year: 2024–2025 (Even Semester)

Date: 30.01.2025

Minutes of the Meeting

The Second Program Advisory Committee (PAC) Meeting of the Department of AI & ML was conducted on 30.01.2025 in the Board Room to review academic implementation, attainment progress, and quality enhancement measures for the program.

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
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

During PAC Meeting–I, the committee reviewed the implementation status of the resolutions. Members commended the timely completion of most action items and emphasized the need for continued monitoring to ensure effective execution of the remaining 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 reviewed the methodology used for attainment calculation and resolved to enhance measures aimed at improving attainment levels. Proposed initiatives include tutorial sessions, bridge courses, peer learning activities, project-based learning, and academic mentoring. The impact of these measures will be assessed periodically.

Support for Slow Learners

The committee stressed the importance of early identification of slow learners through Internal Assessment results and attendance records. It was decided to organize remedial classes, mentoring sessions, and academic counselling to improve student performance and achieve better learning outcomes.

Stakeholder Feedback and Course Exit Survey

The committee considered feedback from students, alumni, employers, and parents, resolving to systematically analyze it and integrate relevant suggestions into curriculum enhancement, teaching practices, and assessment methods. Additionally, the committee reviewed course exit survey findings and recommended linking them with attainment analysis to drive 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.



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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

Conclusion

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

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