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**MARRI LAXMAN REDDY**  
**INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
(AN AUTONOMOUS INSTITUTION)  
(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)  
Accredited by NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

Date: 30/12/2020.

From  
Dr. G. Surya Prakash Rao,  
Professor & HoD, MECH.

**CIRCULAR**

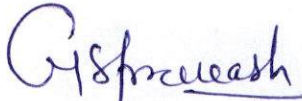
All members of the Program Assessment and Quality Improvement Committee (PAQIC) of the department are requested to attend a meeting on January 04, 2021, at 2:00 PM in the Department Board Room to discuss the following agenda.

**Agenda:**

- Discussion on R20 Syllabus for II- B.Tech and II-M.Tech Programs.
- Review of MID -I Examination Marks (II, III, IV years) and Slow learners
- Review of Feedback Analysis for the I-B.Tech Program
- Any other item, with permission of the chair.

**PAQIC Members of the Department:**

S.No	Staff Name & Designation	Status in PAQIC
1	Dr G. Surya Prakash Rao, Professor & HOD, MECH	Chairman
2	Dr. S.P. Jani, Associate Professor, MECH	Coordinator
3	Dr. D. Venkateswarlu, Associate Professor, MECH	Member
4	Dr. P. Nageswararao, Associate Professor, MECH	Member
5	Mr. U. Sudhakar, Associate Professor, MECH	Member
6	Mrs. K. Sravanthi, Asst. Professor, MECH	Member



HoD, Dept. of MECH

Head of the Department  
Mechanical Engineering  
**MARRI LAXMAN REDDY**  
Institute of Technology & Management  
Dundigal, Hyd-43, Medchal -Malkajgiri Dist.

Copy To: Principal/Director/All PAQIC Members



Date: 06/01/2021.

**MINUTES OF PROGRAM ASSESSMENT AND QUALITY**  
**IMPROVEMENT COMMITTEE (PAQIC) MEETING**

Venue: Department Board Room

Date: 04/01/2021

Time: 2:00 PM

**Agenda:**

- Discussion on R20 Syllabus for II- B.Tech and II-M.Tech Programs.
- Review of MID -I Examination Marks (II, III, IV years) and Slow learners
- Review of Feedback Analysis for the I-B.Tech Program
- Any other item, with permission of the chair.

The Chairman of the Committee and the Head of the Department invited the members to the PAQIC meeting. The meeting commenced at 2:00 PM, and the agenda was discussed in detail.

- ❖ The Committee Chairman distributed the draft R20 syllabus for the II B.Tech and II M.Tech programs to the committee members and invited their feedback and suggestions.
- ❖ The committee members engaged in a detailed discussion on the syllabus, considering key factors such as academic and regulatory guidelines, Program Educational Objectives (PEOs), Program Outcomes (POs), Course Outcomes (COs) aligned with POs, industry and employability requirements, the balance between theoretical and practical learning, and stakeholder feedback.
- ❖ Dr. S.P.Jani, suggested revising Course Outcomes 1 and 2 of the 'Engineering Mechanics' course to ensure alignment with the syllabus.
- ❖ The PAQIC decided to submit the draft R20 syllabus for the II B.Tech and II M.Tech programs for approval by the Department Advisory Board (DAB).



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- ❖ The Committee members reviewed the Internal Assessment-I marks for B.Tech II/I, III/I and IV/I students, verified the classification of slow learners, and recommended appropriate activities to help them improve.
- ❖ The committee members reviewed the feedback analysis of the I-B.Tech program and provided recommendations for faculty who received lower positive feedback to enhance their teaching effectiveness.
- ❖ The committee members concluded that a meeting should be scheduled if necessary to discuss any priority assessments.

The PAQIC meeting concluded with a vote of thanks from the chair at 4:00 PM.

S.No	Staff Name & Designation	Status in PAQIC
1	Dr G. Surya Prakash Rao, Professor & HOD, MECH,	Chairman
2	Dr. S.P. Jani, Associate Professor, MECH	Coordinator
3	Dr. D. Venkateswarlu, Associate Professor, MECH	Member
4	Dr. P. Nageswararao, Associate Professor, MECH	Member
5	Mr. U. Sudhakar, Associate Professor, MECH	Member
6	Mrs. K. Sravanthi, Asst. Professor, MECH	Member

*G. Sprakash*

(Dr. G. Surya Prakash Rao)

Chair of PAQIC, Professor & HOD of MECH

Head of the Department  
Mechanical Engineering

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