



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: 10/02/2021.

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 February 13, 2021, at 3:00 PM in the Department Board Room to discuss the following agenda.

Agenda:

- Review of MID-I Examination Marks for I-B.Tech Students and Slow Learners
- Review on FDP's, STTPs and Certifications carried out by the faculty
- Discuss on laboratory facilities and laboratory resources
- 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

G. Surya Prakash

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: 16/02/2021.

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

Venue: Department Board Room

Date: 13/02/2021

Time: 3:00 PM

Agenda:

- Review of MID-I Examination Marks for I-B.Tech Students and Slow Learners
- Review on FDP's, STTPs and Certifications carried out by the faculty
- Discuss on laboratory facilities and laboratory resources
- 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 3:00 PM, and the agenda was discussed in detail.

- ❖ The Committee members reviewed the Internal Assessment-I marks for B.Tech I/I, students, verified the classification of slow learners, and recommended appropriate activities to help them improve.
- ❖ The committee assessed Faculty Development Programs (FDPs), Short-Term Training Programs (STTPs), and certifications based on their relevance to academics, faculty skill enhancement, improvement in technical and soft skills, certification in advanced technologies, impact on faculty research productivity, contribution to journal publications, patents, and conference papers, as well as faculty feedback on program effectiveness.
- ❖ The committee evaluated the laboratory facilities and resources based on computing infrastructure and hardware availability, software and tools accessibility, alignment with the curriculum, internet speed and connectivity, laboratory safety, faculty and



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technical support, budget allocation and resource optimization, and continuous monitoring.

- ❖ 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 <i>SP</i>
2	Dr. S.P. Jani, Associate Professor, MECH	Coordinator <i>S.P. Jani</i>
3	Dr. D. Venkateswarlu, Associate Professor, MECH	Member <i>D.V.R</i>
4	Dr. P. Nageswararao, Associate Professor, MECH	Member <i>P. Nageswararao</i>
5	Mr. U. Sudhakar, Associate Professor, MECH	Member <i>U.V</i>
6	Mrs. K. Sravanthi, Asst. Professor, MECH	Member <i>K. Sravanthi</i>

G. Surya Prakash Rao

(Dr G. Surya Prakash Rao)

Chair of PAQIC, Professor & HoD of MECH

Head of the Department
Mechanical Engineering
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