



**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: 03/01/2022

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 06, 2022, at 2:00 PM in the Department Board Room to discuss the following agenda.

**Agenda:**

- Discussion on R20 Syllabus for III- B.Tech and IV-B.Tech Programs.
- Review of Result Analysis for B.Tech II/I, III/I, IV/I and M.Tech II/I.
- Review of MID-I Examination Marks for II-B.Tech Students and Slow Learners
- 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: 07/01/2022.

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

Venue: Department Board Room

Date: 06/01/2022

Time: 2:00 PM

**Agenda:**

- Discussion on R20 Syllabus for III- B.Tech and IV-B.Tech Programs.
- Review of Result Analysis for B.Tech II/I, III/I, IV/I and M.Tech II/I, II/II
- Review of MID-I Examination Marks for II-B.Tech Students and Slow Learners
- 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 III B.Tech and IV B.Tech program 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.
- ❖ The PAQIC decided to submit the draft R20 syllabus for the III- B.Tech and IV-B.Tech Programs for approval by the Department Advisory Board (DAB).
- ❖ The committee members reviewed the result analysis of B.Tech II/I, III/I, IV/I and M.Tech II/I, II/II and recommended conducting remedial classes for students who failed.



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- ❖ The Committee members reviewed the Internal Assessment-I marks for B.Tech II/II students, verified the classification of slow learners, and recommended appropriate activities to help them improve.
- ❖ 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 4:30 PM.

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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*

(Dr G. Surya Prakash Rao)  
Chair of PAQIC, Professor & HoD of MECH  
Head of the Department  
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