



**MARRI LAXMAN REDDY**  
**INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
(AN AUTONOMOUS INSTITUTION)  
(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)  
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**DEPARTMENT OF MECHANICAL ENGINEERING**

14.05-2023

**CIRCULAR**

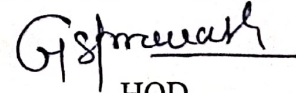
All members of the Program Assessment and Quality Improvement Committee (PAQIC) of the department are requested to attend a meeting on 17.05.2023 at 2:00 pm in the department board room to discuss the following agenda.

**Agenda:**

1. Review on Mid term examinations
2. Finalizing the schedule of Remedial class
3. Review of Feed back of parents
4. Students summer internships in summer vocation
5. Student admissions improvement
6. Student placement
7. Any Other Item with the 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. K.Venkateshwar Reddy, Associate Professor, MECH	Member
4	Dr. K.V.Raghavulu, Associate Professor, MECH	Member
5	Mr. U. Sudhakar, Associate Professor, MECH	Member
6	Mrs. K. Sravanthi, Asst. Professor, MECH	Member

  
HOD

Department of Mechanical Engineering  
Head of the Department  
Mechanical Engineering  
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Institute of Technology & Management  
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**Copy to:**

- Principal/ Director
- Dean IQAC
- Department Faculty Members



**DEPARTMENT OF MECHANICAL ENGINEERING**

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

Venue: Mechanical Department Board Room

Date: 17.05.2023

Time: 2:00pm

Agenda:

1. Review on Midterm examinations
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The Chairman of the Committee and Head of the Department welcomed all the members to the PAQIC meeting, which commenced at 2:00 pm. The Chairman congratulated the team for getting NBA accreditation. The agenda items were discussed in detail as follows:

**Discussion Points:**

**1 Review on Mid-Term Examinations**

- The overall performance in mid-term examinations was analysed, and subject-wise results were reviewed.
- It was observed that certain subjects required additional focus due to lower performance trends.
- Faculty members were advised to provide additional support through doubt-clearing sessions and practice assessments.
- The importance of conceptual learning and application-based teaching was emphasized to improve understanding.

**2 Finalizing the Schedule of Remedial Classes**

- Based on the mid-term analysis, subjects requiring remedial classes were identified.
- The remedial class schedule was discussed and finalized, ensuring minimal overlap with regular academic sessions.
- Faculty members were assigned responsibilities for conducting these sessions, with a focus on students needing additional support.
- A follow-up mechanism was proposed to track student progress after attending remedial classes.

### **3 Review of Feedback from Parents**

- Feedback received from parents regarding academic progress, faculty interaction, and student support services was reviewed.
- Concerns raised by parents, including student workload, need for additional counseling, and improved communication channels, were discussed.
- It was decided to enhance parent-teacher interaction through periodic meetings and an online feedback system.
- The faculty was advised to actively address student concerns and provide necessary academic support.

### **4 Students' Summer Internships during Vacation**

- The status of student internships for the upcoming summer vacation was reviewed.
- Faculty members were encouraged to assist students in securing internships through industry collaborations and professional networking.
- It was decided to provide guidance on preparing resumes, internship applications, and interview skills.
- Students were advised to opt for internships aligned with their area of interest and program outcomes.

### **5 Student Admissions Improvement**

- Strategies to improve student admissions for the upcoming academic year were discussed.
- Initiatives such as school and college outreach programs, open house sessions, and career counselling workshops were proposed.
- The department's online presence will be enhanced by highlighting student achievements, research contributions, and industry collaborations.
- It was decided to conduct awareness programs for intermediate and diploma students to attract potential candidates.

### **6 Student Placement**

- The current placement statistics were reviewed, and methods to improve placement rates were discussed.
- It was proposed to conduct mock interviews, technical training sessions, and industry interaction programs to prepare students for recruitment.
- Faculty members will work on expanding industry partnerships to increase placement opportunities.
- Students will be encouraged to take certification courses and skill development programs to enhance employability.

### **7 Any Other Item with the Permission of the Chair**

- The need for infrastructure and laboratory upgrades was discussed, and a proposal will be prepared for necessary enhancements.
- Faculty members were reminded to ensure timely documentation for accreditation purposes.
- A structured mentorship program will be introduced to provide academic and career guidance to students.

**Conclusion:**

The Chair thanked all members for their participation and valuable inputs.

**Members Present:**

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. K.Venkateshwar Reddy, Associate Professor, MECH	Member <i>K.V. Reddy</i>
4	Dr. K.V.Raghavulu, Associate Professor, MECH	Member <i>K.V. Raghavulu</i>
5	Mr. U. Sudhakar, Associate Professor, MECH	Member <i>U.S.</i>
6	Mrs. K. Sravanthi, Asst. Professor, MECH	Member <i>K. Sravanthi</i>