



**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

**DEPARTMENT OF MECHANICAL ENGINEERING**

Date: 29-10-2024.

**CIRCULAR**

All members of the Program Assessment and Quality Improvement Committee (PAQIC) of the department are requested to attend a meeting on 04-11-2024, at 3:00 pm in the department board room to discuss the following agenda.

**Agenda:**

1. Review of End semester Results
2. Review of Mid Results and Identification of Slow learners
3. Faculty development programs
4. Evaluating the implementation of teaching learning process
5. active learning, model based learning, field visits and industry v
6. Any Other Item with the Permission of the Chair

**PAQIC Members of the Department:**

| S.No | Staff Name & Designation                            | Status in PAQIC |
|------|---|-----------------|
| 1    | Dr. U. Sudhakar, 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    | Dr G. Surya Prakash Rao, Professor, MECH            | Member          |
| 6    | Dr. K. Sravanthi, Asst. Professor, MECH             | Member          |

Copy to:

- Principal/ Director
- Dean IQAC
- Department Faculty Members

*U.V*  
Head of the Department  
Dept. of Mechanical Engineering  
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**DEPARTMENT OF MECHANICAL ENGINEERING**

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

Venue: Mechanical Department Board Room

Date: 04-11-2024

Time: 3:00 pm

**Agenda:**

1. Review of End semester Results
2. Review of Mid Results and Identification of Slow learners
3. Faculty development programs
4. Evaluating the implementation of teaching learning process
5. active learning, model-based learning, field and industry visits
6. Any Other Item with the Permission of the Chair

The Chairman of the Committee and Head of the Department welcomed all the members to the PAQIC meeting, which commenced at 3:00 pm. The agenda items were discussed in detail as follows:

**Discussion Points:**

**1. Review of End semester Results**

EM, KOM in I & VI semester observed poor performance. The committee suggested produce study material to the failure students to clear the backlogs. They also suggested counselling them and concerned subject faculty should focus on the failure students to clear the subjects in supply exams.

**2. Review of Mid Results and Identification of Slow Learners**

- The committee analysed the mid-term results and categorized students into Advanced Learners, Active Learners, and Slow Learners for each subject.
- Planning and scheduling of remedial classes and mentoring sessions were discussed.
- Advanced learners were encouraged to take up research-based, industry-oriented mini-projects and participate in national-level technical competitions.
- Active learners were advised to engage in active learning activities and knowledge-sharing sessions.

**3. Planning of Faculty Development Programs**

- The importance of continuous faculty up skilling was emphasized.

- It was decided that faculty should attend ATAL Faculty Development Programs and Mission Malaviya Teacher Training Programs to enhance their exposure to emerging trends.

#### 4. Evaluation of Teaching-Learning Process Implementation

- Active learning techniques, such as collaborative learning, think-pair-share, muddiest point, and flipped classroom implementation, were reviewed to enhance student engagement.
- Model-based learning was recommended for subjects requiring conceptual visualization.
- Field visits and industry visits were planned to bridge the gap between theoretical knowledge and practical applications.
- The committee reviewed the feedback on conducted guest lectures/workshops for students and proposed regular guest lectures to expose students to industry best practices.

- Any Other Item with the Permission of the Chair

The meeting was concluded with the vote of thanks by Dr.K.V.Raghavulu

#### Participant Signatures

| S.No | Staff Name & Designation                            | Status in PAQIC          |
|------|---|--------------------------|
| 1    | Dr. U. Sudhakar, Professor & HOD, MECH              | Chairman <i>U.S</i>      |
| 2    | Dr. S.P. Jani, Associate Professor, MECH            | Coordinator <i>S.P.J</i> |
| 3    | Dr. K.Venkateshwar Reddy, Associate Professor, MECH | Member <i>K.V.R</i>      |
| 4    | Dr. K.V.Raghavulu, Associate Professor, MECH        | Member <i>K.V.R</i>      |
| 5    | Dr G. Surya Prakash Rao, Professor, MECH            | Member <i>SP</i>         |
| 6    | Dr. K. Sravanthi, Asst. Professor, MECH             | Member <i>K.S</i>        |



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**DEPARTMENT OF MECHANICAL ENGINEERING**

Date: 22.01.2025.

**CIRCULAR**

All members of the Program Assessment and Quality Improvement Committee (PAQIC) of the department are requested to attend a meeting on 27.01.2025, at 1:00 pm in the department board room to discuss the following agenda.

**Agenda:**

1. Create OBE awareness among faculty through seminars/workshops/attending NPTEL Exams
2. Verification of course files, Lab manuals, adherence to academic calendars
3. Planning of student certifications
4. Review on CO attainment
5. Faculty publications and patents
6. Student placements
7. Any Other Item with the Permission of the Chair

**PAQIC Members of the Department:**

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|------|---|-----------------|
| 1    | Dr. U. Sudhakar, Professor & HOD, MECH              | Chairman        |
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*C.V.*  
Head,

Dept. of Mechanical Engineering  
Head of the Department  
Mechanical Engineering  
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