



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University
Vidya Bharathi Nagar , Mattoor, Kalady, Ernakulam District, Kerala State Pin: 683574



CRITERION 1 - CURRICULAR ASPECTS

1.1 Curricular Planning and Implementation



PAC Meeting Minutes



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Vidya Bharathi Nagar , Mattoor, Kalady, Ernakulam, Kerala 683574

DEPARTMENT OF CIVIL ENGINEERING







NOTICE

18/08/22

Date : 19/08/22	PAC MEETING MINUTES	Venue: HOD Room	Time: 10:00AM
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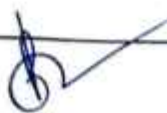
It is decided to conduct a **PAC Meeting** on 15-08-2022 at 10:00 AM with following participants for discussing the below mentioned agenda on

Participants:

1. Mr. Aneesh P C, HOD, CE 
2. Mr. Abishek Kumar A A, IQAC Head, NBA Co-ordinator 
3. Ms. Gisha George, Academic Head 
4. Dr. K Dhanasekar, Professor 
5. Ms. Jyothilekshmi R, Asst. Professor 
6. Ms. Jeeva P Winto , Asst Professor 

Agenda:

1. Discussion of CO – PO attainment of 2018- 22 batch
2. Discussion of activities to be carried out in coming semester
3. Preparation of department Internship policy.


HEAD OF THE DEPARTMENT
Dept. of Civil Engineering
Adi Shankara Institute of
Engineering & Technology, Kalady



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Date: 19 August 2022

Minutes of the Programm Ass. sment Committee (PAC) Meeting

Name of the meeting: PAC Meeting	Date: 19.08.2022
Name of the Facilitator: Mr. Aneesh P C	Time: 10.00 am
Meeting type: Scheduled / Unscheduled	Venue: HOD's Office
Expected participants: PAC members	Total count of Expected participants: 6
Attendees	Signature
Mr. Aneesh P C, HOD, CE	
Mr. Abishek Kumar A A, IQAC Head, NBA Co-ordinator	
Ms. Gisha George, Academic Head	
Dr. K Dhanasekar, Professor	
Ms. Jyothilekshmi R, Asst. Professor	
Ms. Jeeva P Winto , Asst Professor	

Deliberations

Agenda:

1. Discussion of CO – PO attainment of 2018- 22 batch
2. Discussion of activities to be carried out in coming semester
3. Preparation of department Internship policy.

DISCUSSIONS

- Course project can be incorporated in relevant courses.
- Encourage students to register and certify additional MOOC/NPTEL courses.
- Motivate and guide the students who has enrolled in honor or minor courses for their successful completion
- Tutorial sessions enriched with numerical problems can be continued.
- Instruct students to do industry internships for improving technical skills.
- Encourage students to participate in technical fest and other technical events.
- Students were encouraged to do projects related to the societal, health, safety and cultural issues thereby aware them about their responsibilities to the society.
- Encourage students to actively participate in NSS.
- Encourage students to take part in socially relevant consultancy works.
- Interactive sessions with experts in emerging techniques of civil engineering can be included.
- Encourage students to take projects which gives exposure to continuous learning
- Course projects can be incorporated for subjects like Construction Project and Management, Quantity surveying and valuation.
- Encourage students to get involved in funded projects.
- More presentation sessions / group discussions / small survey projects collecting data from public etc. by the students can be included.
- Group discussions, debates etc. can be conducted during class hours.
- The department Internship policy was formed as follows.

Students must adhere to a set of procedures for internship completion, which are explained below.

A. PLANNING AND APPROVAL FROM COLLEGE

In the planning and approval stage, students must contact the industry to arrange their preferred internship days. Following this, they should submit a request letter to the Head of Department (HOD), along with approval from their tutor. The letter should contain

details such as the location and dates of the visit, as well as a completed duty leave form if necessary. The HOD will then review and approve the request before proceeding to the office to have it printed on college letterhead or mailed to the industry via the college mail system.

B. APPROVAL FROM INDUSTRY AND INTERNSHIP

The students should visit the industry on the approved days. They should maintain punctuality and adhere to the rules and regulations of the industry. If permitted, they can take photographs of what they have learned, which they can then utilize during presentations.

C. REPORT SUBMISSION AND FEEDBACK

The students should submit a comprehensive report on their visit, detailing all the new experiences they encountered. Additionally, they must provide feedback on the visit using the prescribed format of the department. An impact analysis will be conducted by allowing the students to present what they have learned during the visit, and marks will be awarded by the tutors accordingly.

PO7 improved but not attained the target, so the following actions are recommended

Students should be allowed to participate in various surveys conducted by Gov. Agencies. Students should be provided a platform to write technical articles. Internship should be made compulsory.

- Electives related to Environment and Sustainability should be given priority while selection
- Students shall be involved in consultancy and research activities and should be provided with Webinars to improve their knowledge in sustainable solutions

For continuous improvement of attained O's, following actions are recommended

- Add on courses on design software's to be provided to students
- Project policy should be strictly followed

- Class rooms and laboratories ethics should be monitored
- Tutorials, Assignments, Course projects, Student Journal Publication, Students involvement in NSS and other cultural and technical activities to be continued.
- Awareness on additional lab facilities to be provided



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ACTION TAKEN

- Make students to take part in Minor courses to their betterment
- More interactive class sections were made by conducting seminars, debates and group discussion
- Made students to take part the Socially relevant Consultancy work from NATPAC
- Tutorials sessions were conducted with additional faculty

Implementation Based on Discussion

- Poster Making Competition on National Pollution Control day.
- Quiz competition on World Soil Day.
- A lecture on International Mind Body Wellness Day.



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DEPARTMENT OF ELECTRONICS & COMMUNICATION
**ADI SHANKARA INSTITUTE OF ENGINEERING AND
TECHNOLOGY**

VIDYABHARATHI NAGAR, MATOOR, KALADY

PAC MEETING MINUTES

Meeting Date: 10/05/2022

Meeting Location: *Department Library, Dept. of ECE
Second Floor*

Meeting Time: 2:30 PM

Meeting Duration: 45 min

1. AGENDA

- Research and publication improvement initiatives
- NBA Re-Accreditation action plan
- Question paper pattern change
- Effective utilization of ERP
- Add on courses
- Placement Trainings
- MOOC Courses enrollment

2. ATTENDEES

Name of Staff	Signature
Dr. Bobby Mathews	
Dr. Gopakumar V T	
Mr. Sreekanth K S	
Ms. Prameela B	
Dr. Ajay Kumar	

3. DISCUSSION SUMMARY

- Individual research profiles for each staff members should be kept which shall contain their publications, academic projects undertaken, external funded projects, patents, status of their research work year wise. This will be taken into account for the faculty appraisal of next academic year.
- All staff members must coordinate well for the upcoming ACCESS'22 International Conference. Every faculty member must contribute a research paper for the conference. They must also guide their project teams for contributing papers to the conference.
- It is decided to incorporate ERP for the calculation of PO attainment for each student so that student can check their individual PO attainment level online. For this, faculty must enter the CO-PO/PSO mapping of each subject and individual student assessments. ERP department admins should make a clear picture of the department's PO assessment rubrics to the ERP team.
- It is decided to conduct any of the following add on courses of duration 30 hours for S2, S4 and S6 students.

Semester 2:

- Workshop on Unmanned Aerial Vehicles
- Arduino Programming

Semester 4:

- Python Programming
- Robotics Workshop
- PCB design workshop

Semester 6:

- Embedded System Development/IoT
 - PCB design workshop
 - Python Programming
- Strong initiatives shall be put forward by all faculty members for the upcoming NBA reaccreditation.
 - For encouraging bright students in the class, a thought provoking question of Level 3 and above should be added in the question paper for all semesters. This should be taken for awarding a bonus mark.
 - Placement Trainings shall be conducted for the S6 students.
 - Motivate and guide the students who has enrolled in Minor/Honor Courses for their successful completion.
 - The committee decided to implement the following procedure in the upcoming semester for improving the participation in MOOC course. Faculty members must select some NPTEL courses in emerging areas and give to students. Two to three faculty members shall enroll in the courses as NPTEL mentor.

Date 10.5.2022



HOD



DEPARTMENT OF ELECTRONICS & COMMUNICATION
**ADI SHANKARA INSTITUTE OF ENGINEERING AND
TECHNOLOGY**

VIDYABHARATHI NAGAR, MATOOR, KALADY

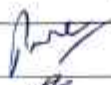




PAC MEETING MINUTES

Meeting Date: 3/11/2021
Meeting Location: *Department Library, Dept. of ECE
Second Floor*
Meeting Time: 1:00 PM
Meeting Duration: 45 min

1. AGENDA

- Previous year activities and effectiveness
- Discussion on 2017-21 batch PO attainment
- Planning of the activities for the academic year 2021-22 based on stream coordinators meeting
- NBA Re-Accreditation action plan

2. ATTENDEES

Name of Staff	Signature
Dr. Bobby Mathews	
Mr. Sreekanth K S	
Dr. Gopakumar V T	
Ms. Prameela B	
Dr. Ajay Kumar	

3. DISCUSSION SUMMARY

PAC Chairman summarized the last year progress made on research activities, placements, success index and all the department initiatives. He also gave an outline of current academic year curriculum gaps and the actions that has put forward by stream coordinators. He invited suggestions from the PAC members based on the 2017-21 batch PO attainment.

The following points were discussed by the PAC members and decisions are taken.

- a. Actions suggested by stream coordinators are approved.
- b. Bridge and add-on courses suggested by stream coordinators are approved.
- c. Since COVID situation has affected the PO attainment of 2017-21 batch, more hybrid learning activities need to be planned next year which promotes the usage of online simulation platforms and practicals.
- d. Competitive events like hackathons and project competitions can be organized across different disciplines for engaging the students in design and development of suitable solutions for industrial problems. This helps the students to achieve PO2 and PO3.
- e. Research Interest Group (RIG) should focus on bringing consultancy projects of government/non-government organizations for engaging students in conducting

- research investigations and bring innovations in solving real world significant problems.
- f. To promote the effective usage of modern engineering tools, students' association can be formed in the department where students having expertise in a tool share their knowledge to others and work in groups.
 - g. Engagement of students in professional society activities shall be improved to cultivate a responsible behavior in students. Additionally, the system for assessment of ethics shall be made more effective.
 - h. Carry on with the culture of encouraging funded projects, funded activities and quality student publications without any interruption
 - i. Onine webinars for students should be made more effective. In addition, a minimum of two internships during the students' course of study should be made as a mandatory policy of the department.
 - j. Faculty funding should be increased by writing good project proposals and applying for funding.
 - k. Students should be encouraged to involve in live industrial projects.
 - l. Industry visit by Faculty should be planned.
 - m. RIG (Research Interest Groups) needs to be strengthened
 - n. Faculty needs to be encouraged to interact with External research community/Labs.
 - o. Those faculty who got funding for research projects should be monitored by conducting regular reviews.
 - p. Students shall be given interactive talks with eminent personalities and should be made aware about the opportunities prevailing inside and outside India.
 - q. In order to increase success index, students should be mentored individually and regular follow up of their academic performance should be done with their parents.
 - r. Revision /remedial classes should be conducted for the needy students and should be monitored.
 - s. The department placement cell should concentrate on the conduct of trainings and mock interviews for the students.
 - t. RIG and project coordinators should take initiatives to promote standard and quality publications from students and faculties
 - u. Proficiency and target level for the assessment of CO for the S5 (2019-23batch) decided as per previous PAC meeting.
 - v. Committee decided to increase the target of those POs that are attained by 5 % and maintain the target of those POs that are not attained.
 - w. The content beyond syllabus for the concerned courses has to be identified and suitable activities and their assessment should be done.

PAC Committee decided to submit the above action plans to DAB and collect their suggestions for taking immediate actions. It has also distributed the duties to respective heads for the effective implementation.

Attachment 1

PO /PSO ATTAINMENT (2017-21 BATCH) CONSOLIDATION-AY 2021-22

PO/PSO	TARGET LEVEL	ATTAINED VALUE	OBSERVATION
PO1	1.8	1.859	Target attained
PO2	1.8	1.819	Target attained
PO3	1.8	1.77	Target Not attained
PO4	1.65	1.608	Target Not attained
PO5	1.65	1.654	Target attained
PO6	1.8	1.609	Target Not attained
PO7	1.8	1.675	Target Not attained
PO8	1.65	1.32	Target Not attained
PO9	1.65	1.699	Target attained
PO10	1.65	1.706	Target attained
PO11	1.8	1.674	Target Not attained
PO12	1.65	1.535	Target Not attained
PSO1	1.65	1.639	Target Not attained
PSO2	1.8	1.819	Target attained
PSO3	1.8	1.987	Target attained