



Outward No.01/2024-A/HoD

**DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING**

**Program Assessment Committee (PAC)**

The following members constitute the Program Assessment Committee

Sl. No	Name	Designation	Position
1	Dr. Geenu Paul	HOD & Professor	Convener
2	Dr. Tony Alwin	Assistant Professor	Coordinator
3	Anu Babu	IQAC In charge	Member
4	Preethi Elizabeth Iype	Assistant Professor	Member
5	Rony K Thomas	Assistant Professor	Member
6	Dr. Anju S	Assistant Professor	Member
7.	Sreedevi Sagar V G	Assistant Professor	Member

Mandate or Role:

- 1.Helps to formulate vision, mission and PEOs with concurrence of DAC,
2. Collecting suggestions and feedbacks from stakeholders
- 3.Dissemination of department Vision, mission, PEOs PSOs and POs
- 4.Verifying COs for all courses and mapping with POs and PSOs.
- 5.Identification of curriculum gaps and implementation of bridging techniques through encouraging students to do additional experiments in labs and through expert talks in areas beyond the scope of the syllabus.
- 6.Formation of CO, PO Assessment tools, Target fixation, calculation of Attainments, observation and action for improvement.
- 7.Result analysis and result improvement measures.
- 8.Identifying weak students, remedial measures and impact analysis.
- 9.Reports on Extra-Curricular and Co-Curricular activities

**HoD**



**ST. THOMAS INSTITUTE FOR SCIENCE AND TECHNOLOGY**  
DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING  
(Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University)  
Accredited by National Board of Accreditation (NBA)



**Meeting - 12**

**Date:03/07/2024**

**Time:4:00 pm**

**Venue :EC Staff room**

Sl. No	Name	Designation	Position	Signature
1	Dr. Geenu Paul	HOD & Professor	Convener	
2	Dr.Tony Alwin	Assistant Professor	Coordinator	
3	Anu Babu	IQAC In charge	Member	
4	Preethi Elizabeth Iype	Assistant Professor	Member	
5	Rony K Thomas	Assistant Professor	Member	
6	Dr.Anju S	Assistant Professor	Member	
7.	Sreedevi Sagar V G	Assistant Professor	Member	

**Agenda :**

- **Punctuality of students**
- **Include expert talk in course plan**
- **Verification of gaps in 2019 curriculum to find relevant gaps**
- **Consistency in CO-PO mapping.**
- **Faculty participation in inter -institute events and training programs**
- **Course exit survey of 2020-2024 pass out batch**
- **setting a model QP covering 5 modules**

**Minutes:**

- 1) In order to ensure punctuality of students and student attendance percentage below 75% percentage a fine of Rs.1000/- to be levied from students at semester end and remitted back if successful in university exam.
- 2) Inclusion of industry experts talk in course plan
- 3) (3.1)Checking and verification of gap identification and inclusion of relevant gaps to be included among existing gaps.  
(3.2)Action plan to bridge the gap.
- 4) Examined CO-PO mapping improvement and analysed consistency level .
- 5) Faculty to participate in Conferences ,workshops and training programs preferably outside the state.
- 6) Course exit survey of 2020-2024 pass out batch analysed .
- 7) The faculty have been advised to set a model QP covering 5 modules.



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**Meeting - 13**

**Date:02/12/2024**

**Time:4:00 pm**

**Venue :EC Staff room**

Sl. No	Name	Designation	Position
1	Dr. Geenu Paul	HOD & Professor	Convener
2	Dr.Tony Alwin	Assistant Professor	Coordinator
3	Anu Babu	IQAC In charge	Member
4	Preethi Elizabeth Iype	Assistant Professor	Member
5	Rony K Thomas	Assistant Professor	Member
6	Dr.Anju S	Assistant Professor	Member
7.	Sreedevi Sagar V G	Assistant Professor	Member

**Agenda :**

- CO-PO mapping status of AY 2024-25(Sem A)
- Curriculum gap identification for 2024 scheme
- Discussion on seminar and workshop

**Minutes:**

1. Verified CO-PO mapping of all subjects in semesters (S1/S3/35/S7) AY 2024-25 (Sem A).
2. Curriculum 2024 shared with stakeholders and faculties, Alumni to suggest gaps
3. Based on the curriculum the decision taken was taken to fill gap by seminar and workshops
4. Meeting ended at 4.50pm