

**MANJARA CHARITABLE TRUST**  
**RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI**  
(Permanently Affiliated to University of Mumbai)  
**DEPARTMENT OF MECHANICAL ENGINEERING**  
(UG Program - NBA- Accredited; PG in Heat Power and Ph.D. Technology)

**Minutes of Program Assessment Committee Meeting (PAC)**

**Dated 3<sup>rd</sup> August 2021.**

**Venue: Cad Cam Lab**

**Meeting Date: 3<sup>rd</sup> August, 2021.**

**Time: 10:00 am to 12:00 pm**

Following Program Assessment Committee members attended the meeting

<b>Sr. No.</b>	<b>Name of the Committee Member</b>	<b>Member Representation</b>	<b>Roll/ Responsibilities</b>
1.	Dr. Rajesh V. Kale	HOD Thermal Domain	Coordinator
2.	Dr. Kiran Chaudhari	Thermal	Member
3.	Prof . Ravindra Kurane	Project Coordinator Manufacturing Domain	Member
4.	Prof .Sambhaji Gaikwad	Design Domain	Member
5.	Dr. Nitin Panaskar	Management and Social Science Domain	Member
6	Dr. Sunil Wankhade	External	Member
7	Prof.Sharmila Gaikwad	External	Member
8	Prof Ashwini Gotmare	Design	Co-coordinator

**Agenda of the meeting: -**

- Approval of curriculum gaps identified for R19 C Scheme Syllabus – Second year and Third year
- Rubrics of Experiment, Assignment & Term Test paper Evaluation
- Redressal of student grievances in the internal assessment exam

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**Summary of Discussions**


The meeting was opened by Dr. R.V. Kale (HOD & Coordinator PAC, Mechanical Department) by extended a warm welcome to all the program assessment committee (PAC) members. He explained the necessity of forming Program Assessment Committee. He informed everyone that objective of PAC is to evaluate and asses the program outcomes. PAC committiee will evaluates last academic year happenings and roadmap for next year can be prepared.

A detailed discussion on various agenda points was done as follows.

- **Agenda Point 1: curriculum gaps identified for R19 C Scheme Syllabus – Second year and Third year**

Dr. R. V. Kale provided a brief overview to the PAC members regarding how various domain groups have identified curriculum gaps in the R19 C Scheme syllabus. The PAC Members discussed the Curriculum Gaps and approved them. It was also decided to get approval from Department Advisory Board Members. The Curriculum gaps approved are as follows for the 2<sup>nd</sup> and 3<sup>rd</sup> year.

Sr. No	Engineering Year	Domain	Identified curricular gaps
1	Second Year	Manufacturing	Designing of gating system, precipitation hardening, composite manufacturing
		Manufacturing	Understanding reverse engineering in manufacturing
2	Third Year	Manufacturing	Inclusion of more algorithms in automation and artificial intelligence
		Manufacturing	Tool Designations
		Management/ Humanities/ Science	Understanding disclosure agreements and creating awareness about government schemes
		Thermal Engineering	Understanding the concept of clean room fire, rated duct, and its selection criteria

  
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- **Agenda Point 2: Rubrics of Experiment, Assignment & Term Test paper Evaluation**

Dr R. V. Kale explained to the PAC Members on rubrics of the experiment, assignment, and internal exam evaluation prepared by the Department of Mechanical Engineering. The PAC Members discussed the rubrics and approved them.

**Rubrics for Evaluation of Term Test Exam**

This rubric evaluates students' understanding of the course material, critical thinking skills, and ability to apply knowledge in various contexts.


Parameter	Marks	High	Medium	Low
Proper Answer & Diagram	4	Shows complete understanding of questions/diagrams with proper explanation	Shows substantial understanding of questions/diagrams with moderate explanation	The response shows a complete lack of understanding of questions/diagrams without explanation
Neatness	1	Handwriting is neat and the answer is unique	Handwriting is usually neat and mostly organized.	The handwriting is sloppy and the answers are unorganized.
Total	5	4 or more	2 or 3	0 or 1

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**Rubrics for Continuous Evaluation for assignments**

This rubric focuses on the clarity of expression, depth of analysis, and adherence to assignment guidelines.

<b>Parameter</b>	<b>Marks</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
Diagram with explanation	6	Shows complete understanding of questions/diagrams, ideas, and process	Shows substantial understanding of questions/diagrams, ideas, and process	The response shows a complete lack of understanding of questions/diagrams, ideas, and process
Punctuality	1	Submission on the date given	1 or 2-day late submission	Do not submit an assignment
Neatness	1	The handwriting is neat and the work is original and organized.	Handwriting is usually neat and mostly organized.	Handwriting is sloppy and work is unorganized.
Question and answer	2	Students answered most of the questions	Students answered a few questions	Students did not answer any viva questions
<b>Total</b>	<b>10</b>	<b>8 or more</b>	<b>4 to 8</b>	<b>0</b>

  
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**Rubrics for Continuous Evaluation of Experiments**

This rubric assesses students' practical skills and adherence to scientific methodologies.

<b>Parameter</b>	<b>Marks</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
Performance	4	An experiment conducted / Program executed along with necessary calculations & obtained the result	Experiment conducted//Program executed but not done the necessary calculation	Experiment not conducted// Program Not executed
Journal writing	3	Neat and clean along with complete practical details submitted	The record was submitted but incomplete	Record not submitted
Question and answer	2	Students answered most of the questions	Students answered a few questions	Students did not answer any viva questions
Punctuality	1	Submission on the date given	1 or 2-day late submission	Do not complete an experiment
Total	10	8 or more	5 to 8	0

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**Agenda Point 3: Redressal of student grievances in the internal assessment exam**

Dr. R. V. Kale discussed the need to address the Student Grievances internal assessment exam. He discussed the student grievance format which was prepared by the Exam conduction team of the department and PAC members unanimously approved it. The format is as follows.

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**Examination Grievances Redressal Form of Internal Assessment**

<b>Department:</b>	<b>Date of Examination:</b>
<b>Term Test:</b>	<b>Date of Result:</b>
<b>Semester: III / IV/V/VI/VII/VIII:</b>	<b>Date of Redressal</b>
<b>Name of Subject / Subject Code:</b>	<b>Subject Teacher:</b>

<b>Sr. No.</b>	<b>Roll No.</b>	<b>Student Name</b>	<b>Marks Obtained</b>	<b>Grievance</b>	<b>Marks after Grievance Redressal</b>	<b>Signature</b>

Subject Teacher

Head, Department of Mechanical Engineering

Dr. R.V. Kale confirmed that all the points of the agenda were discussed at length and appreciated all the suggestions of the PAC members. There was no other business of agenda, the meeting thus concluded with a vote of thanks extended by Dr.R.V.Kale to all the PAC members present for the meeting.



**Dr. R.V Kale**

Head, Department of Mechanical Engineering