



## **ST. THOMAS INSTITUTE FOR SCIENCE & TECHNOLOGY**

(Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University)  
Mar Chrysostom Nagar, Kattaikonam.P.O, Kazhakkootam, Trivandrum - 695 584.  
Tel: 0471-2410640/2410641 Email: principal.stist@gmail.com Website: www.stistvm.edu.in  
(Promoted By The Mar Thoma Church Educational Society, St. Thomas Nagar, Mukkolakkal, Trivandrum)

Outward No.01/2023-B/HoD

### **DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING**

### **Program Assessment Committee (PAC)**

The following members constitute the Program Assessment Committee

S. No	Name	Designation	Position
1	Dr. Geenu Paul	HOD & Professor	Convener
2	Tony Alwin	Assistant Professor	Coordinator
3	Neetha Merin Thomas	IQAC In charge	Member
4	Preethi Elizabeth Iype	Assistant Professor	Member
5	Rony K Thomas	Assistant Professor	Member
6	Anu Babu	Assistant Professor	Member
7.	Dr Anju S	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 PSO and PO
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 and Communication**  
**Minutes of Program Assessment Committee 1**

**Date:04/12/2018**

**Venue :EC Staff room**

<b>Sl. No</b>	<b>Members</b>	<b>Designation</b>	<b>Signature</b>
1	Dr. Geenu Paul	HoD, Associate Professor	
2	Tony Alwin	Assistant Professor & PAC Co-ordinator	
3	Neetha Merin Thomas	IQAC In charge	
4	Preethi Elizabeth Iype	Assistant Professor	
5	Rony K Thomas	Assistant Professor	
6	Anu Babu	Assistant Professor	
7	Anju.S	Assistant Professor	

**Agenda:**

1. Reormulation of vision, mission,PSOs and PEOs with concurrence of DAC
2. Collecting suggestions and feedbacks from stakeholders
3. Dissemination of department Vision, Mission, PEOs, PSOs and POs

**Minutes:**

- The chairperson conducted the Program Assessment Committee on 04.12.2018 in the ECE department at 1.30pm.
- The convenor briefed the process in evolving the vision, mission, PSOs and PEOs. The vision and mission of the department should be correlated with institute vision and mission.
- Details about the participation of internal and external stakeholders with process defining Vision, Mission,PEOs, PSOs and POs

**St. Thomas Institute for Science and Technology**  
**Department of Electronics & Communication Engineering**

**Vision**

To impart contemporary knowledge for engraving competent Electronics and Communication Engineering professionals to face the demands of the society and staying in tune with the recent technological revolution and to inculcate the spirit of innovation.

**Mission**

To achieve the vision, the department will

- Provide student centric learning approaches which focuses on needs, abilities. Interests and learning styles of student
- Instill value-based technical education to attain and improve skills to perform a variety of functions which linked with their present and goals.
- Motivate innovations and R&D to develop and commercialize new ideas and implement new processes.

**Program Specific Outcomes (PSOs)**

**PSO1.** To attain technical expertise to analyse, design and test electronic systems by conducting innovative experiments for the benefit of industry and society.

**PSO2.** Ability to use hardware and software electronic tools to design innovative electronics systems.

**Program Education Objective (PEO):**

**PEO1:** Identify, define and solve problems in the field of electronics and communication engineering.

**PEO2:** Employ necessary techniques and tools for advanced engineering application, engage themselves in research and development and take up higher education.

**PEO3:** Use their skills in ethical and professional manner to raise the satisfaction level of the stakeholders.

**St. Thomas Institute for Science and Technology  
Department of Electronics and Communication  
Program Assessment Committee**

**Meeting:3**

**Date:15/6/2019,3:00 pm**

**Venue :EC Staff room**

<b>Sl. No</b>	<b>Members</b>	<b>Designation</b>	<b>Signature</b>
1	Dr. Geenu Paul	HoD, Associate Professor	
2	Tony Alwin	Assistant Professor & PAC Co-ordinator	
3	Neetha Merin Thomas	IQAC Coordinator	
4	Preethi Elizabeth Iype	Assistant Professor	
5	Rony K Thomas	Assistant Professor	
6	Anu Babu	Assistant Professor	
7	Anju.S	Assistant Professor	

**Agenda:**

- 1.Discussion of CO-PO Mapping
- 2.Discussion of Results
- 3.Discussion on feedback from stakeholders about curriculum 2019
- 4.Discussion on approving the curriculum gap
- 5.Discussion on seminar and workshop

**Minutes:**

- CO-PO Mapping of all courses verified
- University results-give more inspiration for passing tough questions
- curriculum 2019 shared with stakeholders and faculties,Alumni to suggest gaps
- Based on the curriculum the decision taken was taken to fill gap by seminar and workshops

- Meeting ended at 3.50pm

**St. Thomas Institute for Science and Technology  
Department of Electronics and Communication  
Program Assessment Committee**

**Meeting:2**

**Date:05/4/2019**

**Venue :EC Staff room**

<b>Sl. No</b>	<b>Members</b>	<b>Designation</b>	<b>Signature</b>
1	Dr. Geenu Paul	HoD, Associate Professor	
2	Tony Alwin	Assistant Professor & PAC Co-ordinator	
3	Neetha Merin Thomas	IQAC Co-ordinator	
4	Preethi Elizabeth Iype	Assistant Professor	
5	Rony K Thomas	Assistant Professor	
6	Anu Babu	Assistant Professor	
7	Anju.S	Assistant Professor	

**Agenda:**

- Draft vision, mission,PSOs and PEOs with concurrence of DAC
- Relevance and appropriateness of vision
- Consistency of vision and mission of institute`
- Consistency of PSOs and vision and mission

## Minutes:

- The chairperson conducted the Program Assessment Committee on 05.04.2019 in the ECE department at 1.15pm.
- The convenor briefed the draft vision, mission, PSOs and PEOs.
- The relevance and appropriateness of vision and mission of the department was discussed in meeting
- Details about the consistency of vision and mission statement of institute
- Consistency of PSOs and vision,mission statement

## St. Thomas Institute for Science and Technology Department of Electronics and Communication Program Assessment Committee

Meeting:4

Date:9/12/2019,3:00 pm

Venue :EC Staff room

Sl. No	Members	Designation	Signature
1	Dr. Geenu Paul	HoD, Associate Professor	
2	Tony Alwin	Assistant Professor & PAC Co-ordinator	
3	Neetha Merin Thomas	IQAC Coordinator	
4	Preethi Elizabeth Iype	Assistant Professor	
5	Rony K Thomas	Assistant Professor	
6	Anu Babu	Assistant Professor	
7	Anju.S	Assistant Professor	

## Agenda:

1. curriculum contents & PEOs
2. curriculum structure
3. Course assessment methods

#### 4. curriculum gap identification

##### **Minutes:**

- The curriculum of students should demonstrate essential knowledge, skills and abilities needed for professional practice.
- The curriculum contents are decided in alignment with Program Educational Objectives through its direct support from Program outcomes.
- It is ensured that the program curriculum satisfies program specific criteria.
- The curriculum structure is designed keeping in view broad curricular components, number of contact hours for theory and laboratory practice, prerequisite flow chart of each course, credits/marks allotted to each course.
- Course planning is done based on course delivery methods. Course assessment methods are decided both at continuous and at the end semester.
- In this process continuous monitoring is done by course faculty members, Alumni, employer analysed by program assessment committee (PAC) members.
- Calculated the average PO attainment from syllabus specified by KTU and it is found out that PO5, PO6, PO7 and PO8 attainment values less than two are identified as Gaps in the curriculum.
- The following gaps were identified : Gap1-Modern tool usage (PO5), Gap2-The engineer and society (PO6) Gap3-Environment and Sustainability (PO7), Gap4-Ethics (PO8)

For the above gaps, workshops and seminars can be conducted for artificial intelligence, IOT, Aurdino, trends related to Ethical issues in workplace, Entrepreneurship ventures, human values and rights respectively.

### **St. Thomas Institute for Science and Technology Department of Electronics and Communication Program Assessment Committee**

**Meeting:5**

**Date:21/1/2020,3:00 pm**

**Venue :EC Staff room**

<b>Sl. No</b>	<b>Members</b>	<b>Designation</b>	<b>Signature</b>
1	Dr. Geenu Paul	HoD, Associate Professor	
2	Tony Alwin	Assistant Professor & PAC Co-ordinator	
3	Neetha Merin Thomas	IQAC Coordinator	
4	Preethi Elizabeth Iype	Assistant Professor	

5	Rony K Thomas	Assistant Professor	
6	Anu Babu	Assistant Professor	
7	Anju.S	Assistant Professor	

**Agenda:**

1. Method of assessing CO,PO & PSO
2. Assessment tools
3. Target fixation

**Minutes:**

1. suggest two methods for assessing

- i) Direct assessment method (80%)
- ii) Indirect assessment method (20%)

Direct method includes internal assessment test ,Assignment ,End semester exam ,Seminar and project ,Viva ,Class work.

Indirect method includes course exit survey for CO attainment & Alumini survey,program exit survey,Employer survey,Co-curricular etc for PO/PSO attainment

- 2.Progress of CO & PO/PSO attainment was explained.

- 3.Attainment level for recording CO are fixed.

Assessment method -For 2019 regulation

Internal assessment test & End semester exam

**Attainment level & Target**

Target	level
<b>71% and above students scoring &gt;40%</b>	3
<b>61% - 70%students scoring &gt;40%</b>	2
<b>50% - 60%students scoring &gt;40%</b>	1
<b>Below 50%</b>	0

Assignment >=75%

Target	level
<b>71% and above students scoring &gt;40%</b>	3
<b>61% - 70%students scoring &gt;40%</b>	2
<b>50% - 60%students scoring &gt;40%</b>	1
<b>Below 50%</b>	0



Assessment method -For 2015 regulation

Internal assessment test & above 45% for End semester exam  
For Practical courses is above 50%

Attainment level & Target

Target	level
71% and above students scoring >45%	3
61% - 70%students scoring >45%	2
50% - 60%students scoring >45%	1
Below 50%	0

- Since the performance of 2018 admission students was poor,it was decided to revise the attainment level for this batch

Target	Level
61% and above students scoring >45%	3
51% - 60% students scoring >45%	2
40% - 50% students scoring >45%	1
Below 40%	0

4.CO target for 2019-20

Based on the students plus two marks & previous university results,it was decided to fix the CO target as 60% of high scale value & PO ,PSO as 50% of high scale 3

Also decided to improve the target in next academic year

**St. Thomas Institute for Science and Technology  
Department of Electronics and Communication  
Program Assessment Committee**

Meeting:6

Date:21/2/2021,3:00 pm

Venue :EC Staff room

Sl. No	Members	Designation	Signature
--------	---------	-------------	-----------

1	Dr. Geenu Paul	HoD, Associate Professor	
2	Tony Alwin	Assistant Professor & PAC Co-ordinator	
3	Neetha Merin Thomas	IQAC Coordinator	
4	Preethi Elizabeth Iype	Assistant Professor	
5	Rony K Thomas	Assistant Professor	
6	Anu Babu	Assistant Professor	
7	Anju.S	Assistant Professor	

**Agenda:**

1. Analysis of CO,PO& PSO attainment AY 19-20
2. New target fixation for AY 20-21

**Minutes:**

-Analysed the CO,PO,PSO attainment in AY 2019-20

Percentage of subjects achieved CO target -80%

Percentage of subjects achieved PO target -100%

Percentage of subjects achieved PSO target -100%

-Since the quality of students and Percentage of attainment improved,it was decided to set a new target level for AY 2020-21.

CO target -63%(1.89)

PO,PSO target - 55%(1.65)

**St. Thomas Institute for Science and Technology  
Department of Electronics and Communication  
Program Assessment Committee**

## Meeting:7

Date:21/2/2022,3:00 pm

Venue :EC Staff room

Sl. No	Members	Designation	Signature
1	Dr. Geenu Paul	HoD, Associate Professor	
2	Tony Alwin	Assistant Professor & PAC Co-ordinator	
3	Neetha Merin Thomas	IQAC Coordinator	
4	Preethi Elizabeth Iype	Assistant Professor	
5	Rony K Thomas	Assistant Professor	
6	Anu Babu	Assistant Professor	
7	Anju.S	Assistant Professor	

### Agenda:

1. Analysis of CO,PO & PSO attainment AY 20-21
2. New target fixation for AY 21-22

### Minutes:

-Analysed the CO,PO,PSO attainment in AY 2020-21

Percentage of subjects achieved CO target -83.6%  
Percentage of subjects achieved PO target -100%  
Percentage of subjects achieved PSO target -100%

-Since the quality of students and Percentage of attainment improved,it was decided to set a new target level for AY 2021-22.

CO target -65%(1.95)  
PO,PSO target - 60%(1.8)

**St. Thomas Institute for Science and Technology**  
**Department of Electronics and Communication**  
**Program Assessment Committee**

**Meeting - 8**

**Date:16/08/2022**

**Time:3:30pm**

**Venue :EC Staff room**

<b>Sl. No</b>	<b>Members</b>	<b>Designation</b>	<b>Signature</b>
1	Dr. Geenu Paul	HoD, Associate Professor	
2	Tony Alwin	Assistant Professor & PAC Co-ordinator	
3	Neetha Merin Thomas	IQAC In charge	
4	Preethi Elizabeth Iype	Assistant Professor	
5	Rony K Thomas	Assistant Professor	
6	Anu Babu	Assistant Professor	
7	Anju.S	Assistant Professor	

**Agenda:**

4. Reformulation of vision, mission,PSOs and PEOs with concurrence of DAC
5. Collecting suggestions and feedbacks from stakeholders
6. Dissemination of department Vision, Mission, PEOs, PSOs and POs

**Minutes:**

- The chairperson conducted the Program Assessment Committee on 16.08.2022 in the ECE department at 3.30pm.
- The convenor briefed the process in evolving the Reformulation of vision, mission, PSOs and PEOs. The vision and mission of the department should be correlated with institute vision and mission.
- Details about the participation of internal and external stakeholders with process defining Reformulation of Vision, Mission,PEOs, PSOs and POs

**St. Thomas Institute for Science and Technology**  
**Department of Electronics and Communication**  
**Program Assessment Committee**

**Meeting - 9**

**Date:9/06/2023**

**Time:3:20 pm**

**Venue :EC Staff room**

<b>Sl. No</b>	<b>Members</b>	<b>Designation</b>	<b>Signature</b>
1	Dr. Geenu Paul	HoD, Associate Professor	
2	Tony Alwin	Assistant Professor & PAC Co-ordinator	
3	Neetha Merin Thomas	IQAC In charge	
4	Preethi Elizabeth Iype	Assistant Professor	
5	Rony K Thomas	Assistant Professor	
6	Anu Babu	Assistant Professor	
7	Anju.S	Assistant Professor	

**Agenda :** Result analysis and result improvement measures.

**Minutes:**

1. Preparation of a department calendar to increase awareness and preparedness among students.
- 2.Focus on revision classes to improve attainment and end semester examination results.
- 3.Preparation of detention list to improve attainment and end semester examination results.

Action taken during semester for implementing above three points.

- Calendar composing of Subject wise assignment schedule & Tentative series schedule will be published before the commencement of every semester .

- Slow learners are identified immediately after series test for respective subjects and Remedial classes scheduled for conducting remedial / revision classes.
- Students with low attendance percentages and marks in series will not be allowed to write next series exams without attending the revision classes.
- Preparation of model question paper with answer key using old university QP prediction model and with student participation & clear focus on :-
  1. 3 modules (especially) + other 2
  2. revision ,practise of last 3 regular univ QP + supplementary(univ)
  3. Daily solving of 1 Question (univ) as additional practise

**St. Thomas Institute for Science and Technology**  
**Department of Electronics and Communication**  
**Program Assessment Committee**

**Meeting - 10**

**Date:03/08/2023**

**Time:4:00 pm**

**Venue :EC Staff room**

Sl. No	Members	Designation	Signature
1	Dr. Geenu Paul	HoD, Associate Professor	
2	Tony Alwin	Assistant Professor & PAC Co-ordinator	
3	Neetha Merin Thomas	IQAC In charge	
4	Preethi Elizabeth Iype	Assistant Professor	
5	Rony K Thomas	Assistant Professor	
6	Anu Babu	Assistant Professor	
7	Anju.S	Assistant Professor	

**Agenda :**

- CO-PO mapping status of AY 2023-24(Sem A)
- Result analysis and result improvement measures.
- Expert talk criteria
- Gap Identification
- Class Committee,Dept.Association office bearers and Professional body -(IETE)re-constitution reg.

**Minutes:**

1. Verified CO-PO mapping of all subjects in semesters (S1/S3/35/S7) AY 2023-24 (Sem A).

2. PO attainment of curriculum has been changed to batchwise (2019 -23) pass out .
- 3.S8 university results result analysis done and pass percentage of 83.33 attained
4. As an improvement measure tutorial classes proposed to be conducted by splitting students into two batches to enhance their ability to solve difficult numerical problems .
5. Expert talk should be fixed based on gap identified.
- 6.Gap identified is (PO5) Modern tool usage.
7. Five programs planned to be conducted in the semester to fill the gap.
8. Class Committee,Dept.Association office bearers and Professional body -(IETE) re-constituted.