POLICY DOCUMENT

PROGRAMME ASSESSMENT COMMITTEE POLICY

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PROGRAMME ASSESSMENT COMMITTEE (PAC) POLICY

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Record No.: ZEAL/POLY/EOMS/POLICY-04	Revision: 00	Date:01/09/23

This is to state that the following expert team has formed, reviewed and recommended the Programme Assessment Committee for Zeal Polytechnic, Narhe, Pune.

The Policy is published and implemented after approval from Institute Level Curriculum Implementation Unit (ICIU).

Member 1	Member 2	Chairman

Institute Vision:

To become a premier institute in technical education by imparting vibrant knowledge and skill-based quality education with ethical values to cater the industrial and societal needs.

Institute Mission:

- ✓ To provide comprehensive technical education through academic excellence.
- ✓ To give industrial exposure to the students by industry- institute interaction.
- ✓ To inculcate technical competence, spirit of inquiry, teamwork and entrepreneurship.
- ✓ To enhance ethical, societal, industrial concerns and lifelong learning skills.

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1. Preamble:

The **Programme Assessment Committee (PAC)** is established to ensure the continuous improvement and effective management of academic programs within the **Computer Engineering Department of Zeal Polytechnic, Pune**. The committee plays a critical role in assessing program effectiveness, reviewing academic policies, and aligning educational objectives with institutional and industry standards.

As an advisory body to the **Departmental Advisory Board (DAB)**, the PAC is responsible for monitoring academic progress, evaluating learning outcomes, and implementing strategic initiatives to enhance the quality of education. It ensures that all academic support committees function efficiently and contribute to student success.

The PAC's structured assessment process is designed to foster excellence in engineering education by identifying curricular gaps, analyzing feedback from stakeholders, and making data-driven recommendations. Through periodic reviews and systematic planning, the PAC works towards the continual advancement of academic programs, benefiting both current and future students.

This **Programme Assessment Committee Policy Document** outlines the committee's roles, responsibilities, functions, and governance structure. It serves as a guiding framework to maintain accountability, transparency, and consistency in academic program assessment and development.

2. About Institute:

Zeal Education Society was established in 1996 with the vision to offer education with a difference, the expert guidance of Hon. Shri. S.M. Katkar, a distinguished industrialist. ZES hosts eight institutes that provide quality education to students from pre-primary to Ph.D. courses.

Zeal Polytechnic started in 2008 and offers Diploma Courses in Mechanical Engineering, Civil Engineering, Computer Engineering, Electronics and Telecommunication Engineering & Electrical Engineering.

The institute aims at providing the students with excellent Infrastructure, state of the art facilities, well-equipped laboratories and a strong force of faculty members. This has resulted in incredible performance of the students continually throughout the years.

3. About Department of Computer Engineering:

The Department of Computer Engineering has been established in 2008 with intake capacity of 60 and presently increased to 180. The aim of the department is to provide students lifelong learning and leadership skills that enable them to grow in their professions and advance to better positions in the IT industry. With proper action plan and resources, we train and educate engineers of outstanding capability.

Computer Engineering Department has 06 well equipped labs with latest software's required to implement curriculum Department also conducts various seminars and workshops for students and staff. All the laboratories are well equipped with the Internet connectivity of 500 MBPS bandwidth.

There is Departmental Advisory Board whose external members are from industries, research institute, who meet as and when required in the department to discuss about different academic courses, project activities & collaborative program with the different industries from where the students and staff of this department improves their credential in academic field.

Since its beginning the department has created soaring impression among the industrialists, academics and students and the journey is going ahead with continuous effort by its excellent faculties, staffs and students.

4. Department Vision and Mission:

Department Vision:
To equip the students with technical and professional skills in Computer Engineering by imparting skill-based education along with industrial knowledge to fulfil the changing needs of the society.

Department Mission:
- ✓ To foster technical skills and competencies with professional ethics through quality education and industry interaction.

- ✓ To imbibe lifelong learning skills through hands on trainings, value added courses to work in multidisciplinary socio- industrial environment.

- ✓ To cultivate proficiency in problem-solving, communication skills and spirit of entrepreneurship as an individual and collaborative team member.

5. Quality Policy:

Zeal Polytechnic's Computer Engineering Department is committed to provide quality education to the students enabling them to excel in the fields of Computer Engineering to cater to the changing and challenging needs of society and industry through the following initiatives:

- Contributing to the academic standing and overall knowledge development of the students
- Maintaining state-of-the-art infrastructure and pleasant learning environment
- Enhancing the competence of the faculty to a very high level and to make them adopt all modern and innovative methods in teaching-learning process
- Inculcating moral and ethical values among the students and staff
- Collaborating with industry and organizations for mutual benefit
- Disseminating technical knowledge through continuing education programmes

6. Need for PAC:

The Programme Assessment Committee will provide oversight, identify needs, develop recommendations and policies regarding department-wide assessment of student learning in order to strengthen the department and enhance its accountability. It will also recommend changes in assessment processes; review the usefulness of assessment strategies, reporting strategies and feedback processes; and ensure that assessment data are used to inform decision-making at all levels. The committee will support, fully or in part, faculty initiatives related to the improvement of assessment programs. The committee will maintain close communications with the Faculty, Departmental Advisory Committee, other appropriate committees at department level and administrative bodies.

7. Policies

A. Assessment Policies

i. Policy on Course Outcomes and Number and Types of Measures

For each academic course as in MSBTE curriculum minimum four Course Outcome (COs) statements will be formed for assessment purpose considering levels viz. remember, understand and apply.

ii. Policy on Assessment Items (Mission, Vision statements, Course Mapping, Curriculum Mapping, Assessment Measures that include Achievement Targets)

- **Vision and Mission statements** at the Institute level, Department level are required and should align with each other (i.e. Institute to Department).

- **Course mapping,** which requires **course outcomes (COs),** is strongly recommended as part of "best practices". The process of course mapping can be determined by DAC.

- **Assessment Measures**

    a. Linked explicitly to Course Outcomes

    b. Seem appropriate for Course Outcomes

    c. Include direct measures of Outcome(s), to the extent possible, supplemented by indirect measures, as appropriate

    d. If applicable, assessments of effectiveness of academic support programs (such as Industrial visits, Industry expert lectures, career development, student organizations, mentoring, learning resource development, etc.) are well thought out and appropriate to programs and desired outcomes.

- **Rubrics**, when used to determine level of achievement, must be linked to all relevant Measures.

B. Assessment and Evaluation Procedures and Timelines

i. Collection and Recording of Assessment Data

COs for each course will be measured each time their corresponding assessment course is offered. All data and results (i.e. Findings and Target statuses) for each Measure must be recorded at the end of each semester. However, to ensure data integrity, it is strongly recommended that data be recorded as soon as they are collected. Target statuses found to be "Partially Met" must have justification.

ii. Development of Action Plans

Action Plans must be created for all Targets that are found to be "Partially Met" or "Not Met". Action Plans need to be implemented by the beginning of the next assessment year in order to be part of the next annual cycle. Entry Statuses (i.e. In-Progress, Ongoing, Terminated, or Finished) for all Action Plans from the previous cycle need to be updated annually in accordance with the CO assessment schedule.

C. Course Assessment Reporting

- Course-level assessment data are collected semester wise over a calendar (vs. academic) year. Action Plan reporting and Analysis Questions responses for the prior calendar year must be completed by First week of June / First week of December of the current semester.

- Program-level assessment data are collected annually over a calendar (vs. academic) year. Action Plan reporting and Analysis Questions responses for the prior calendar year must be completed by First week of September of the current calendar year.

D. Academic Program Review (APR)

- Every five years/whenever MSBTE changes its curriculum, a full academic program review, which includes a cumulative evaluation of CO assessment undertaken since the last review, is required for all courses and their respective units.

8. Composition:

The PAC consists of Departmental Academic Coordinator and all Module Coordinators of the department who periodically monitors the departmental activities and evaluates different parameters. The Composition of PAC is as follows:

Chairman: HoD, Department of Computer Engineering.

Convener: Departmental Academic Coordinator

Members: All Module Coordinators

9. Openness and Transparency in the operation of PAC

The PAC shall promote transparency and openness to ensure trust and departmental integrity through proper information regarding the outcomes of the deliberations in the PAC.

Conduction of PAC meetings:

The PAC meetings shall be conducted in an open manner by

➢ Earmarking fixed days of a semester.

➢ Preparing Agenda on all the vital issues of the assessment of the Department.

➢ Sending agenda in advance to all the members.

➢ Circular about the event among faculty and staff.

➢ Minutes of the meeting published.

10. KEY ATTRIBUTES OF PAC

Membership: PAC is composed of module coordinators and a senior faculty in the department. The chair of the PAC will be Programme Coordinator. All coordinators are appointed by the HOD.

Responsibilities:

- to collect and coordinate assessment data from faculty and/or staff responsible for implementing assessment measures;

- to record all assessment data, action plans, and answers to analysis questions for review by departmental faculty, including program chairs and department heads.

- to lead an departmental discussion about assessment data and results, comparing the results to those of the previous year. The discussion should result in the development of Action Plans that lead to improvements to student learning;

- to lead a departmental five-year review of the program assessment outcomes and measures, comparing them to those of the previous years, and to make appropriate changes as necessary;

- to attend semester meeting with the DAC to review new policies, procedures, and reporting criteria.

Conduct and Commitment: The PAC shall meet at least 2 times in a semester and if required extraordinary meetings can be convened to discuss urgent issues of importance.

Meeting Agenda and Activities: The chair should set the tentative agenda and distribute this well in advance to the Committee members. This should allow for any suggestions from the Committee or

departmental faculty to be considered. An important item on the agenda should be a review of the previous meeting and a report on any action items to the Committee by the Programme Coordinator.

(Annexure I)

Functions of PAC

1. To define, review, and implement policies and procedures that help maintain an academic assessment process.

2. To assist academic committees like IAMC, ICIU and other department level Committees with assessment of student learning and development by reviewing the quality of, and providing feedback on, their assessment plans.

3. To promote the assignment and placement of qualified personnel in the areas of assessment and departmental effectiveness.

4. To recommend appropriate actions to DAC that are critical for sustaining the assessment process.

5. Identify and use appropriate assessment methods for each student learning outcome.

6. Determine assessment findings.

7. Use findings to make continuous improvements to instruction, curriculum, and/or student support services such as advising.

8. To serve as co-chair of a DAC; organize the DAC reviews of assessment results and assessment plans;

9. To acquaint the HOD or Principal of issues and updates related to the continuous quality improvement process;

10. To provide assistance and guidance HOD on the academic assessment policies and procedures;

11. To provide timely communication of all PAC mandates, instructions, and deadlines to Module Coordinators (ACs) and others as appropriate;

12. To serve as the liaison for any unit or program in the Institute that requires assistance in the development of plans, analysis of collected data, and documentation of assessment results.

(Annexure II)

Objectives of PAC

1. Monitoring the achievements of Program Outcomes (POs), Program Specific Outcomes (PSO), Program Educational Objectives (PEOs).

2. Evaluating program effectiveness and proposing necessary changes.

3. Preparing periodic reports on program activities, progress, status or other special reports for Management.

4. Motivating the faculty and students towards attending workshops, developing projects, working models, paper publications and engaging in research activities.

5. Interacting with students facilitating the achievement of POs, PSOs and PEOs.

6. Interacting with stakeholders regarding the improvement of POs, PSOs and PEOs.