

# CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD

## Departmental Committees - Constitution and Responsibilities

### COURSE EXPERT GROUP (CEG)

The following committees are constituted as course expert groups for the academic Years 2022-23, 2023-24 and 2024-25

#### **Thermal Engineering:**

- Dr.V.V.SeshagiriRao- Coordinator
- Mrs Y.Nagini
- Dr.S.Narasimha Kumar
- Dr.N.Janardhan

#### **Production and Industrial Engineering:**

- Dr.B.V.S.Rao- Coordinator
- Mrs. Jyothirmayi
- Mrs.V.Sandhya
- Mr. V.Jaipal Reddy

#### **Design Engineering:**

- Mr.P.R.K . Prasad –Coordinator
- Mr.P.Kiran Kumar
- Mrs P.Anjani Devi
- Mr K.Gurubrahmam

#### **Objective:**

To contribute to the effective implementation of pedagogical approaches and assessment tools identified by PAQIC, DAB and other regulatory bodies.

#### **Composition:**

Course experts from the specified set of courses chaired by senior faculty among them.

**Meeting Frequency:** Min. 3 times in a semester.

Beginning of the semester, after the first Class Test, after external examinations results are published (for results analysis, computation of CO attainment) and also whenever required.

**Quorum:** 60%

#### **Roles and Responsibilities:**

1. Defining, Reviewing and Reframing the Course Outcomes based on Blooms Taxonomy for all the specified Courses

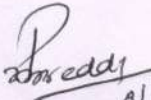
2. Framing of Course Articulation matrix (CO-PO mapping)
3. Computation of CO attainments
4. Design of assessment tools suitable for the specified courses, Results analysis and preparing the action plan for improvement of Results
5. Conducting Course End Survey, analysis and identify actions to be taken for improving pedagogical approaches
6. Identifying Curriculum gaps by observing CO-PO attainment levels of previous batches
7. Question paper validation to ensure the desired standard from outcome attainment perspective as well as learning levels perspective
8. Setting course wise CO attainment targets before the beginning of the semester
9. Maintenance of Course Files
10. Preparing Action plans for improvement and corrective measures
11. Prepare and submit periodic reports (Before the commencement and at the end of each semester) to the Program Assessment Committee (PAC) about the activities carried out

**Tenure:** Three years

**Deliverables:**

Submit Reports to PAQIC on Effectiveness of TLP in terms of :

1. Revision of Course Outcomes
2. Course Outcome attainment
3. Gaps identified, actions taken and their effectiveness
4. Setting course wise CO attainment targets
5. Suggestions for subsequent Curriculum Revision

  
Head, MED 01/07/2022

**ChaitanyaBharathi Institute of Technology(A),  
Gandipet, Hyderabad**

**Department of Mechanical Engineering  
Department Committees**

The Department of Mechanical Engineering, CBIT, constituted the following for its smooth and effective functioning and establishing a sustainable academic and innovative ecosystem. The committees will be inforce from academic year 2019-20 to 2021-22

**1. Department Advisory Committee (DAC):**

This is an apex body of the department which strategizes and steers all its activities leading to its overall and holistic growth through the principles of Outcome Based Approach (OBE). It consists of the following senior most professors of the department, who have the wide experience, expertise and exposure in academics and research perspective.

- Dr. P. Ravinder Reddy
- Dr.G..Chandra Mohan Reddy
- Dr. P.V.R.Ravindra Reddy
- Head of the Department (Dr.MVS Muralikrihsna at present) - Coordinator

**1.1. Functions:**

This is a core committee of the department constituted to help the decision making process of the matters pertaining to department with respect to:

- Academics: Curriculum, Pedagogy and Assessment
- Infrastructure
- Facilities
- Student Support Systems
- Short and long range goals including Vision, Mission, Quality policy and PEOs.
- Based on the inputs received from PAC
- Revision/Refining of the statements: Vision, Mission and Quality policy and PEOs if necessary.
- Evaluation / monitoring of COs, PSOs, PEOs, CO-PO/PSO mapping, attainments, closing loops, rubrics etc., formulated / documented by PAC,
- Faculty Development Programs.
- Department / Program budgets
- Best / innovative practices
- Any other responsibility identified and deemed to be fit during the course of time

**1.2.Aspects to be Reviewed/ considered:**

**Committee takes Decisions on the issues pertaining to:**

- Curricular gaps (pre-requisite gaps, course gaps, program gaps) and action plans
- Reviews and corrective actions for CO/PO attainments,
- Approval of PSO statements
- Review of student feedback
- Revisions of curriculum from time to time

### **1.3. Committee Recommendations to IQAC on the issues pertain to:**

- Student achievements
- Strengths and weaknesses of the program/ department
- Modifications in PEOs/Vision/Mission statement
- Review of survey reports of internal/external stakeholders and corrective measures
- Infra-structure and Lab facilities
- Budget proposals.
- Research proposals, faculty requirements.
- Faculty Development Programs (FDP)

### **1.4. Minutes Sent to**

Internal Quality Assurance Cell (IQAC) of the Institution

### **1.5. Meeting Frequency**

Twice in Academic year

**1.6. This apex body of the department (Department Advisory Committee - DAC) guides and monitors the following three broad and parallel committees through which it strives to make its objectives feasible and reality**

- Counselling
- Curriculum
- Informatics

## **2. Counselling**

Professor Incharge: Dr.N.V.Srinivasulu

### **2.1. Modalities:**

- 3 faculty mentors for each section of the program. Each taking care of 1/3<sup>rd</sup> of the class
- Only regular faculty of the department are involved.

- Faculty mentor will be with same students for all the four years of student stay on the camps
- Faculty mentors are introduced to the parents / guardians during the first year itself and they will be in contact with parents/guardians and the students during the four years and also after words.
- Faculty mentors are the mentors for students training and internship also.
- Faculty mentors may talk to the parents individually or by on line meetings at their convenient time.
- Professor in-charge maintains the coordination with the faculty coordinators, informatics committee, CDE, Academic director and any other concerned or relevant.

### **2.2.Purpose:**

- As the faculty mentors develop the rapport with the students and parents, the student discipline n campus will become a culture rather than enforcement.
- Faculty mentors may suggest parents appropriately,who can take part in the discussions regarding curriculum, and any other relevant issues which may be conducted and discussed on line/ offline as appropriate and suitable for all.
- Some of the parents may be employees or owners of the industries, developing the rapport with them may help in MoUs, student internships, participation in curricular development, industry institute interactions etc.
- As same students are there with a faculty for four years, the relation will be continued further, So the data regarding their higher studies, career achievements will be known to us which will become the evidences in case of any visits of statutory and regulatory bodies. Alumnimember can also be invited to the activities related to curriculum development, guest lectures, mentoring, laboratory facilities, innovative practices etc..
- MED family includes the students, alumni, parents,related industry personnel, faculty members, supporting staff members which is being supported and guided by honourable Management.
- Any other responsibility identified and deemed to be fit during the course of time

### **2.3.Minutes Sent to**

Department Advisory Committee (DAC)

### **2.4.Meeting Frequency**

Twice in Academic semester

- Smt. Ch.Indira Priyadarshini

M.E (CAD /CAM)

- Dr.S.Soloman Raj: Coordinator
- Dr.P.Ramalaxmi

### 3.3.1. Functions:

- Formulating , reviewing and revising the PEOs, PSOs, when necessary
- Coordinating designing the Scheme and Curriculum of the programme, formulating COs of the courses with Course Expert Groups (CEG).
- Supplying the required and necessary data or sources of data regarding the programme to the informatics committee and coordinating with the committee to transform it into the necessary information.
- Conducting the meetings with stake holders in the process of design and development of curriculum and its execution.
- Establishing CO-PO/PSO mapping, attainments, closing loops, relevant rubrics etc
- Analyse the gaps between CO and PO attainments and suggest for the necessary actions.
- To design appropriate forms to collect the data pertaining to all aspects of the programme (faculty updates, students updates, assessments, feedbacks, scheme, curriculum, pedagogy, committees, accreditations, rankings, placements etc.), distribute them to the informatics for necessary action. Further, after obtaining the data, it compiles and analyses the data as per the requirement and disseminate the same to the concerned team or committee
- Act on the inputs from the counselling committee.
- Maintain all the records related to the programme.
- Any other responsibility identified and deemed to be fit during the course of time

### 3.3.2. Minutes Sent to

Department Advisory Committee (DAC)

### 3.3.3. Meeting Frequency

Twice in Academic semester

## 3.4. Course Expert Groups (CEG)

### Thermal Engineering:

- Dr.V.V.SeshagiriRao- Coordinator
- Mrs Y.Nagini
- Dr.S.Narasimha Kumar
- Dr.N.Janardhan

### **Production and Industrial Engineering:**

- Mr. B.Suryanarayana- Coordinator
- Dr.B.V.S.Rao
- Mrs.V.Sandhya
- Mr. V.Jaipal Reddy

### **Design Engineering:**

- Mr.P.R.K . Prasad –Coordinator
- Mr.P.Kiran Kumar
- Mrs P.Anjani Devi
- Mr K.Gurubrahmam

#### **3.4.1. Functions:**

- Designing the Syllabus and COs of the courses assigned by PAC with the predefined methodology developed.
- The committee will involve all the teachers who taught the course earlier, during its designing.
- Analyse the attainment gaps and action plans for the courses for which they are responsible, in coordination with the concerned PAC
- Any other responsibility identified and deemed to be fit during the course of time

#### **3.4.2. Minutes Sent to**

Department Advisory Committee (DAC)

#### **3.4.3. Meeting Frequency**

Twice in Academic semester

### **4. Informatics Committee**

**Professor Incharge:** Dr.G.Laxmaiah

#### **Memberes:**

- Dr. L.Suresh Kumar–Coordinator
- Mr. N.VenkateswaraRao
- Mrs. N.Jyothirmayi
- Ms. Ch. VenkataSushma
- Mr. T. N. Aditya
- Mr. A. Chandrakanth
- Dr. Manowar Hussain

- Dr. Rahul
- Mr. P. Surendar Reddy
- Smt. Ipsita Mohanty
- Mr. Narasimha Kulkarni
- Smt. D.S. Madhuri
- Smt. KNV. Sreedevi
- Mr. K. Yasoda Sriram
- Mr. Ch. Sharath Reddy

#### 4.1. Functions:

- To collect and maintain the prescribed / standard formats of all regulatory, statutory, accreditation and ranking bodies
- To coordinate and communicate with the respective teams/committees from time to time
- To attend meetings with the concerned teams / committees and act upon as decided in the meetings
- To collect the predesigned forms from PAC or any other committee/ group, distribute them to the concerned, get the data, document it, and submit back to the PAC or any other concerned as appropriate
- Convert the data into required information as per the prescribed formats or procedures
- Data/ Source of the data is supplied by the Counselling committee, PAC and any other relevant
- Documenting and Maintaining all the minutes/records/files allotted to them (Common records) which play a crucial role to be presented as evidences before the regulatory or accreditation teams
- Coordinating with the joint director (informatics) to explore and implement the efficient data storage and retrieval mechanisms from time to time.

#### 4.2. Minutes Sent to

Department Advisory Committee (DAC)

#### 4.3. Meeting Frequency

Twice in Academic semester

Head, MED

M. S. Koushik

22/07/2018



**ChaitanyaBharathi Institute of Technology(A),  
Gandipet, Hyderabad**

**Department of Mechanical Engineering  
Department Committees / Groups**

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- Dr. M.V.S.Murali Krishna
- Dr.P.V.R.Ravindra Reddy
- Dr.P.Prabhakar Reddy

**1.1. Functions:**

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### **1.4. Minutes Sent to**

Internal Quality Assurance Cell (IQAC) of the Institution

### **1.5. Meeting Frequency**

Twice in Academic year

## **2. Programme Assessment Committees (PAC):**

### **B.E :Mechanical Engineering and Production Engineering:**

- Dr.N.V.Srinivasulu: Coordinator
- Dr.T.Ratna Reddy
- Dr.R.P.Chaudary
- Mr.D.Ravi

### **M.E (Thermal Engineering):**

- Dr.K.Kishor : Coordinator
- Smt. Ch.Indira Priyadarshini

### **M.E (CAD /CAM)**

- Dr.S.Soloman Raj: Coordinator
- Dr.P.Ramalaxmi

### **3.3.1. Functions:**

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### **3.3.2. Minutes Sent to**

Department Advisory Committee (DAC)

### **3.3.3. Meeting Frequency**

Twice in Academic Year

### **3.4. Course Expert Groups (CEG)**

#### **Thermal Engineering:**

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### 3.4.2. Minutes Sent to

Department Advisory Committee (DAC)

### 3.4.3. Meeting Frequency

Twice in Academic semester

  
10/06/2016