POLICY DOCUMENT

PROGRAM ASSESSMENT COMMITTEE POLICY

ZEAL EDUCATION SOCIETY'S
ZEAL COLLEGE OF ENGINEERING AND RESEARCH
NARHE │PUNE -41 │ INDIA

POLICY DOCUMENT

PROGRAMME ASSESSMENT COMMITTEE (PAC)

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Institute Vision:

To be a premier institute in technical education by imparting academic excellence, research, social and entrepreneurial attitude.

Institute Mission:

M1: To achieve academic excellence through innovative teaching and learning process.

M2: To imbibe the research culture for addressing industry and societal needs.

M3: To inculcate social attitude through community engagement initiatives.

M4: To provide conducive environment for building the entrepreneurial 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 College of Engineering & Research, Pune and all other Departments**. 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 College of Engineering & Research started in 2007 which symbolized the beginning of new era in technical education. The college offers UG engineering degree courses in Civil Engineering, Computer Engineering, Electrical Engineering, Information Technology, Electronics & Telecommunication, Artificial Intelligence & Machine Learning, Artificial Intelligence & Data Science, Electronics & Computer Engineering, Robotics & Automation, Working Professionals and Mechanical Engineering. The college also offers PG courses in Electrical Engineering (Power System), Computer Engineering (Data Science),

Electronics & Telecommunication (IoT & Sensor Systems), Mechanical Engineering (ME Design / Robotics & Automation) and Master of Business Administration. The institute is also granted as PhD research center in Computer Engineering, Electronics & Telecommunication and Mechanical Engineering under Savitribai Phule Pune University (SPPU), Pune since 2013.

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 was started in 2007. The sole objective of the Department is and will always be to provide the learner with a repertoire of knowledge that will serve them for a lifetime. The Department has 13 well equipped labs with the latest software installed. The high speed internet facility (50 Mbps lease line) coupled with regular seminars and workshops held for the students and faculty ensures that the knowledge-gathering process is a holistic one. The IBM Software Lab for Emerging Technologies, set up in collaboration with IBM, is another initiative of the Department and we are making sincere efforts to ensure that every single student gets certified by this Lab. Additionally, the Zeal Firefox Club involves the students wherein they can engage in the development of Firefox products and applications. They are active volunteers in Nirmaan and Talentron, which are the technical and cultural festivals held at Zeal annually and which witness the active participation of the students.

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 emerge as a department of repute in Computer Engineering through innovative teaching, research, social responsibility, and entrepreneurial skills, developing responsible IT professionals.

Department Mission:

M1: To provide in depth technical education and hands-on experiences in Computer Engineering using modern tools and technologies.

M2: To endeavor innovative research culture to fulfill the needs of industry and society

M3: To instill in students a deep sense of social responsibility

M4: To strengthen collaboration between industry and academia, fostering the development of entrepreneurial skills among the students

5. Quality Policy:

Zeal College of Engineering & Research'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 SPPU 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)

- Whenever SPPU 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 a 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.

Functions of PAC

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

2. To assist academic committees 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.