

**Roles and Responsibilities of PAQIC Committee**  
**Department of Artificial Intelligence & Machine Learning (AIML)**

**About PAQIC**

The Program Assessment and Quality Improvement Committee (PAQIC) is a departmental-level quality assurance body responsible for planning, monitoring, assessing, and improving academic and administrative processes in alignment with NBA, NAAC, AICTE, and University norms.

**Objectives of PAQIC**

To ensure continuous quality improvement in teaching–learning processes

To monitor Outcome-Based Education (OBE) implementation

To ensure compliance with NBA/NAAC quality benchmarks

To close the quality loop through data-driven academic improvements

**Roles and Responsibilities**

1. Academic Planning and Monitoring

- Prepare and verify semester start checklists
- Monitor academic calendar implementation
- Review syllabus completion status
- Ensure effective lesson planning and delivery

2. Outcome-Based Education (OBE) Implementation

- Guide faculty in CO formulation and CO–PO–PSO mapping
- Monitor CO, PO, and PSO attainment calculations
- Review attainment reports and action plans
- Ensure proper closing of the quality loop

3. Teaching–Learning Process Evaluation

- Review teaching-learning feedback (students, alumni, stakeholders)
- Monitor innovative teaching methods (AI tools, simulations, LMS, flipped classrooms)
- Encourage case studies, project-based learning, and industry examples
- Analyse course exit feedback

4. Assessment and Evaluation

- Monitor Unit Test planning, conduction, and analysis
- Verify result analysis and pass percentages
- Ensure proper documentation of internal assessments
- Review exam reforms and transparency

5. Support for Bright and Slow Learners

- Identify slow and advanced learners
- Plan and monitor remedial lectures
- Encourage value-added activities for bright students
- Review improvement measures and outcomes

## 6. Documentation and Record Maintenance

Verify and maintain:

- Course files (theory & practical)
- Attendance records
- UT mark sheets with student signatures
- Syllabus completion reports
- Ensure systematic filing of PAQIC records

## 7. Student-Centric Activities Monitoring

- Review project guidance preparedness
- Monitor mini projects, BE projects, internships
- Verify project evaluation rubrics
- Encourage hackathons, AI competitions, and technical clubs

## 8. Industry Interaction & Employability

- Monitor industrial visits and expert lectures
- Review Training & Placement activities
- Encourage industry-sponsored projects
- Track certifications, MOOCs (NPTEL), and skill-based courses

## 9. Infrastructure & Lab Utilization

- Review laboratory utilization reports
- Verify software licenses, AI tools, datasets, and hardware
- Ensure maintenance and safety compliance
- Monitor ICT-enabled classrooms and labs

## 10. Stakeholder Feedback and Quality Assurance

- I. Collect and analyse feedback from:
  - Students
  - Parents
  - Alumni
  - Employers
- II. Recommend corrective and preventive actions
- III. Ensure feedback-driven improvements

## 11. Compliance with Accreditation Requirements

Ensure readiness for:

- NBA Accreditation NAAC AQAR
- University audits
- Maintain evidence-based documentation
- Coordinate with IQAC and Department Academic Committee

## 12. PAQIC Meetings and Reporting

Conduct periodic PAQIC meetings

Prepare:

1. Minutes of Meetings (MoM)
2. Action Taken Reports (ATR)
3. Summary Reports
4. Submit reports to IQAC / HOD

Expected Outcomes

1. Improved academic quality and consistency
2. Transparent OBE implementation
3. Enhanced student performance and employability
4. Continuous improvement aligned with AICTE, NBA, and NAAC standards