	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 DQAC	Format No.	GOV : D3.4
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No: MBC/CSE(AI)/2024/01

Minutes of Meeting

Academic Year: 2024-25		Date: 17/12/2024	
Name of Facilitator: HOD		Time: 11.30 AM –12.30 PM	
Meeting Type: Scheduled		Venue: H.O.D. Cabin CSE(AI)	
Name of the Attendees	**Sign**	**Name of the Attendees**	**Sign**
Ms. Annie Chacko		Ms. Merlin Joshi	
Mr. Sobin Mathew		Ms. Jeena Mary Kurian	
Ms. Sandra S. Nair			

AGENDA

The agenda of the meeting are:

1. Discussion of Vision, Mission, POs, PSOs, and PEOs
2. Review of Teaching-Learning Process
3. Support Measures for Slow and Advanced Learners
4. Fixing CO/PO Target Levels
5. Assessment Methods & Continuous Improvement – 2023 Batch
6. Advanced learning programs - Add-on Course
7. Activities of Professional Societies and Academic Balance
8. Department Budget and Calendar Finalization
9. Finalization of AI Day
10. Any Other Matters

Sl.No	DECISIONS
1.	AG 1- Vision, Mission & Outcome Discussion The committee discussed the fixation of the Vision, Mission, POs, PSOs, and PEOs for the Department.
2.	AG 2 - Teaching-Learning Process Review A detailed review of the teaching-learning process was conducted, with a positive analysis of the Department's progress in instructional delivery and academic support
3.	AG 3 – Support for Slow & Bright Learners The committee noted that more emphasis should be placed on problem-solving and application-based sessions to benefit both slow learners and high performers. The outcomes of current support initiatives were reviewed.
4.	AG 4 - Fixing of Target Levels Based on feedback from student performance analysis, the committee proposed setting the CO target and the average PO target level. It was decided to put this forward for approval in the next DAB meeting.
5.	AG 5 - Assessment & Continuous Improvement The committee conducted a detailed result and attainment analysis for the first year of 2023 batch, identifying areas for improvement. It was resolved to revise strategies for better continuous improvement

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	outcomes.
6.	AG 6 - Add-on Course The committee observed the need for an add-on course for the advancement of skills in the field of AI and decided to arrange a 3 day course.
7.	AG 7 - Professional Activities & Academic Balance The committee observed that Professional Society activities, faculty publications need better integration particularly considering the tight university academic calendar.
8.	AG 8 - Department Budget & Calendar The Department Budget and Department Calendar for 2024–25 even semesters were reviewed and approved. These will be submitted to the DAB for final approval and implementation.
9.	AG 9 - AI Day The committee decided to conduct AI day on the last Saturday of February and will be submitted to the DAB for final approval.
10.	The meeting concluded with Thanks.

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