

### Minutes of the DQAC – Meeting M-2

Name of the meeting: DQAC Department Meeting	Date: 06/07/2018
Name of the Facilitator: HoD	Time: 1.00 pm
Meeting type: Scheduled	Venue: Electrical Dept.
<b>Attendees</b>	
Prof. Robins Anto – HOD, EEE <del>✓</del>	Mrs. Vineetha P. Joseph <del>✓</del>
Mr. Resmara S.	Mrs. Rinu Susan Roy
Mrs. Sherin Samuel <del>✓</del>	

AGENDA: Discussion on draft Vision and Mission

S#	Decision	Responsibility	Scheduled Date
EEE/DQAC/M2-01	Vision and Mission to be finalized.	DQAC members	
EEE/DQAC/M2-02	DQAC members were instructed to formulate Programme outcomes, PSOs, PEOs, and PIs.	DQAC members	
EEE/DQAC/M3-03	All the faculty members were instructed to formulate Course outcomes of each subjects.	Concerned faculty member	
EEE/DQAC/M3-04	Co-ordinator after discussion planned to conduct the next meeting preferably on 23/10/2018	DQAC members	23/10/2018
Prepared By: Mrs. Vineetha P Joseph		Date: 06/07/2018	
Reviewed By: Prof. Resmara S, DQAC COORDINATOR		Date: 06/07/2018	
Approved By: Prof. Robins Anto, HoD, Chairperson, DQAC		Date: 06/07/2018	

#### Action Taken

1. Vision and mission formulated
2. PSO, PEO, PIs, POs of the department was formulated



### Minutes of the DQAC – Meeting M-3

Name of the meeting: DQAC Department Meeting	Date: 23/10/2018
Name of the Facilitator: HoD	Time: 4.00 pm
Meeting type: Scheduled	Venue: Electrical Dept.
<b>Attendees</b>	
Prof. Robins Anto – HOD, EEE	Mrs. Vincetha P. Joseph
Mr. Resmara S.	Mrs. Rinu Susan Roy
Mrs. Sherin Samuel	

#### AGENDA: CO-PO Mapping, Examination Reforms

S#	Decision	Responsibility	Scheduled Date
EEE/DQAC / M3-01	Vision and mission, Programme outcomes, PSOs, PEOs, PI of the department was approved		
EEE/DQAC / M3-02	HoD has asked all the faculties to put the question papers as per Aicte examination reforms.	Concerned faculty member	
EEE/DQAC / M3-03	All the faculty members were given information to do co-po mapping.	Concerned faculty member	
EEE/DQAC / M3-04	The committee decided to re - constitute the question paper scrutiny members to check the quality of question papers for internal series tests.	Prof. Griesh R Prof. Fini Fathima	
EEE/DQAC / M3-05	All the faculty members were instructed to complete the course files for external audit as per the schedules.	Concerned faculty member	

Prepared By: Mrs. Vincetha P Joseph	Date: 23/10/2018
Reviewed By: Prof. Resmara S, DQAC COORDINATOR	Date: 25/10/2018
Approved By: Prof. Robins Anto, HoD, Chairperson, DQAC	Date: 25/10/2018

#### Actions Taken

1. Question paper scrutiny committee formulated
2. CO-PO mapping was done by all faculty members.
3. Course files were verified before external audit.



## Minutes of the DQAC – Meeting M-4

Name of the meeting: DQAC Department Meeting	Date: 09/01/2019
Name of the Facilitator: HoD	Time: 1.00 pm
Meeting type: Scheduled	Venue: Electrical Dept.
<b>Attendees</b>	
Prof. Robins Anto – HOD, EEE	Mr. Resmara S.
Dr. Anoop KJ	Ms. Rinu Susan Roy
Dr. K Kanchana	Ms. Sherin Samuel
Ms. Sneha Priya Sebastian	Ms. Vineetha P. Joseph

AGENDA: Re-constitution of DQAC, NAAC Accreditation

S#	Decision	Responsibility																		
EEE/DQAC /M4-01	<p>HoD has reconstituted the DQAC cell with the following amendment</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sl. No</th> <th style="width: 40%;">Designation</th> <th style="width: 50%;">Role</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Head of the Department</td> <td>Chairperson- Prof. Robins Anto</td> </tr> <tr> <td>2.</td> <td>IQAC Head- College</td> <td>Dr. Anoop K J</td> </tr> <tr> <td>3.</td> <td>DQAC Head- EEE Department</td> <td>Prof. Sneha Priya Sebastian</td> </tr> <tr> <td>4.</td> <td>IQAC Rep.</td> <td>Prof. Vineetha P joseph</td> </tr> <tr> <td>5.</td> <td>Department Representatives</td> <td>Prof. Sherin Samuel Dr. K Kanchana Prof. Rinu Susan Roy Prof. Resmara Shajahan</td> </tr> </tbody> </table>	Sl. No	Designation	Role	1	Head of the Department	Chairperson- Prof. Robins Anto	2.	IQAC Head- College	Dr. Anoop K J	3.	DQAC Head- EEE Department	Prof. Sneha Priya Sebastian	4.	IQAC Rep.	Prof. Vineetha P joseph	5.	Department Representatives	Prof. Sherin Samuel Dr. K Kanchana Prof. Rinu Susan Roy Prof. Resmara Shajahan	
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