

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.
Attendees	
Prof. Robins Anto – HOD, EEE ✓	Mrs. Vineetha P. Joseph ✓
Mr. Resmara S.	Mrs. Rinu Susan Roy
Mrs. Sherin Samuel ✓	

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

