

### Minutes of the DQAC – Meeting M-5

Name of the meeting: DQAC Department Meeting	Date: 27/03/2019	
Name of the Facilitator: HoD	Time: 1.00 pm	
Meeting type: Scheduled	Venue: Electrical Dept.	
<b>Attendees</b>		
Prof. Robins Anto – HOD, EEE	Mrs. Rinu Susan Roy	
Dr. Anoop KJ	Mrs. Sherin Samuel	
Dr. K Kanchana	Mrs. Vineetha P. Joseph	
Mrs. Sneha Priya Sebastian	Mr. Resmara Shajahan	
AGENDA: NAAC Accreditation		
S#	Decision	Responsibility
EEE/DQAC / M5-01	NAAC process has been elaborated and each criteria has been divided to various staffs.	Concerned faculty member
EEE/DQAC / M5-02	Scrutiny of question papers for series exam and Aicte examination reforms need to be followed correctly	Concerned faculty member
EEE/DQAC / M5-03	Decided to organize a National Conference in April 2019 and to submit the proposal to the management.	
EEE/DQAC / M5-04	Decided to encourage final year students and faculties to prepare their papers in order to publish in reputed journals and also in the upcoming National Conference.	
Prepared By: Prof. Vineetha P Joseph		Date: 28/03/2019
Reviewed By: Prof. Sneha Priya Sebastian, DQAC COORDINATOR		Date: 28/03/2019
Approved By: Prof. Robins Anto, HoD, Chairperson, DQAC		Date: 28/03/2019

#### Action Taken

1. National conference was conducted by Department of EEE
2. Students projects were published in IIRTE Journal (UGC Indexed Journal).

