



# Mar Baselios Christian College of Engineering and Technology

Kuttikanam, Peermade – 685531  
Department Advisory Board

Format No.	<b>GOV : D3.4</b>
Rev. No.	00
Date	03/05/2021
Page	<b>1 of 2</b>

**No: MBC/EEE/2023/01      Minutes of Meeting**

Academic Year: 2023-24		Date:09/09/2023	
Name of Facilitator: HOD		Time: 7.00PM –8.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. V I George, Principal		Ms. Sneha Priya Sebastian, FCP-Internal	
Mr. Resmara S, HoD EEE		Mr. Griesh R, Internal Member	
Ms. Fini Fathima, NBA Coordinator		Dr. Boby George, Academic Member	
Dr. Sunilkumar P R, Academic Member		Dr. Biju K, R and D Member	
Mr. Benet George V, Industry Member		Ms. Safia Varghese, Alumni Member	
Mr. Babu Mathew, Parent Representative		Ms. Ashly Kunjumon, Student Member	

## AGENDA

The agenda of the meeting are:

1. Induction of New DAB member Mr. Babu Mathew and Student Representative Ms. Ashly Kunjumon
2. Review of the Previous Meeting
3. Dissemination of Vision, Mission, POs, PSOs, and PEOs
4. Teaching Learning Activities
5. Action taken for slow learners and Bright students
6. Feedback on Teaching and learning Process
7. Project Review and Assessment/ Industry Institute interaction/ Industry Institute interaction/ Internships and Implant training
8. Attainment of Cos, POs, PSOs with program effectiveness
9. CO target for the forthcoming Academic year
10. Assessment Method/ Continues Improvement / Result Analysis
11. Professional Societies/ Training and Placement program / Training and Placement program / Faculty Publications / Alumni Association
12. Stakeholder Feedback
13. Department Budget / Finalization of Dept. Calendar activities
14. Any other matters

Sl.No	DECISIONS
1.	AG1- Prof. Resmara S, HoD EEE welcomed all the members of DAB. Each member had a small self-introduction. HoD also introduced and welcomed the new members, Mr. Babu Mathew and Ms. Ashly Kunjumon to the DAB.
2.	AG2- Reviewed the decisions of the previous DAB meetings minutes and a brief presentation of the activities was done in the previous academic year by the HoD.

	<p><i>Suggestions given by the DAB Members:</i> Nil</p> <p><i>Remark with Target Date and responsibility:</i> Nil</p>
3.	<p>AG 3– Explained about the departments Vision, Mission, Program Educational Objectives, and Program Specific Outcomes to all the DAB members. Gives a brief review about the dissemination of vision, mission in all the department activities.</p> <p><i>Suggestions given by the DAB Members:</i> The DAC members suggested to make the correlation of Department Vision, Mission and College Vision Mission more clear.</p> <p><i>Remark with Target Date and responsibility:</i> The correlation of dept. vision, mission and college vision, mission needs to be checked with supporting documents. / Last date Jan 2024./ Responsibility – NBA Coordinator</p>
4.	<p>AG 4 – DAB members reviewed the teaching learning process happened in MBC.</p> <p><i>Suggestions given by the DAB Members:</i> More innovative methods needs to be practiced and more ICT sessions and tutorial sessions needs to be conducted in the case of problematic subjects</p> <p><i>Remark with Target Date and responsibility:</i> All staff members are directed to more ICT and tutorial sessions. / Last date March 2024. / Responsibility – All faculty</p>
5.	<p>AG 5 – DAB members reviewed the action taken for slow and bright students.</p> <p><i>Suggestions given by the DAB Members:</i> Improvements of slow learners must be measured. CFAs/FAs need to update the slow/bright student list for every subjects. Bright students must be encouraged to participate in hackathon, idea generation/product development activity etc.</p> <p><i>Remark with Target Date and responsibility:</i> Bright students must be encouraged to participate in hackathon, idea generation/product development activity etc.. / Last date may 2024. / Responsibility – All faculty</p>
6.	<p>AG 6 – DAB members reviewed the feedback on teaching learning process.</p> <p><i>Suggestions given by the DAB Members:</i> As the feedback is taken in google forms, committee suggested to implement some software tools/campus management system for the effective data keeping</p> <p><i>Remark with Target Date and responsibility:</i> Trying to implement some campus management systems / Last date May 2024. / Responsibility – HoD</p>

7.	<p>AG 7 – DAB members reviewed the Project Review and Assessment/ Industry Institute interaction/ Industry Institute interaction/ Internships and Implant training</p> <p><i>Suggestions given by the DAB Members:</i> More MoUs needs to be signed along with the improvements in the project of the final year with some funding</p> <p><i>Remark with Target Date and responsibility:</i> Project proposals for funding and the possibilities of establishing a Centre of Excellence / Last date May 2024. / Responsibility – All faculty</p>
8.	<p>AG 8 – DAB members reviewed the Attainment of COs, POs, PSOs with program effectiveness</p> <p><i>Suggestions given by the DAB Members:</i> Asked to give more importance to target setting and CO &amp; PO mapping</p> <p><i>Remark with Target Date and responsibility:</i> Faculty members needs to undergo various videos shared by the IQAC in setting the targets / Last date May 2024. / Responsibility – All faculty</p>
9.	<p>AG 9 – DAB members discussed the CO target for the forthcoming Academic year</p> <p><i>Suggestions given by the DAB Members:</i> By considering the quality of the admitted students, the DAB advised to keep the target level of COs as 65% and average PO level as 2</p> <p><i>Remark with Target Date and responsibility:</i> Faculty members needs to take initiative to improve the result for overall improvements of the various target levels gets / Last date May 2024. / Responsibility – All faculty</p>
10.	<p>AG 10- HoD presented the result analysis of 2022 pass out batch and 2023 pass out batch</p> <p><i>Suggestions given by the DAB Members:</i> A small progress was seen in the result analysis on 23 pass out batch as compared to 22 pass out batch. Also suggested to take more initiative to improve the result of 24 pass out batches for keeping the continuous improvement</p> <p><i>Remark with Target Date and responsibility:</i> Faculty members needs to take initiative to improve the result for overall improvements of the various target levels gets / Last date May 2024. / Responsibility – All faculty</p>
11.	<p>AG 11. DAB Members reviewed the progress in Professional Societies/ Training and Placement program / Training and Placement program / Faculty Publications / Alumni Association</p> <p><i>Suggestions given by the DAB Members:</i> Improvements needed in all the aspects</p> <p><i>Remark with Target Date and responsibility:</i> initiated the faculty for the improvements / Last date May 2024. / Responsibility – All faculty</p>
12.	<p>AG12. NBA coordinator explained various methods of taking the feedbacks of stake holders.</p> <p><i>Suggestions given by the DAB Members:</i> Improvements needed in the feedbacks of Employers</p> <p><i>Remark with Target Date and responsibility:</i> initiated to get more feedbacks / Last date May 2024. / Responsibility – All faculty</p>

13.	<p>AG13. HoD presented the budget and the academic calendar for the AY 23-24</p> <p><i>Suggestions given by the DAB Members:</i> Addition of more programs in the academic calendar</p> <p><i>Remark with Target Date and responsibility:</i> informed to plan and conduct more student oriented activities / Last date May 2024. / Responsibility – All faculty</p>
-----	--