



Mar Baselios Christian College of Engineering and Technology

Kuttikanam, Peermade – 685531
Department Advisory Board

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No: MBC/EEE/2024/01 **Minutes of Meeting**

Academic Year: 2024-25		Date:28/08/2024	
Name of Facilitator: HOD		Time: 7.30PM –9.00PM	
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. Joji Edakunnel , Parent Representative		Mr. Mebin Antony, Student Member	

AGENDA

The agenda of the meeting are:

1. Induction of New DAB member Mr. Joji Edakunnel and Student Representative Mr. Mebin Antony
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. Stating of New B Tech program
15. NBA status Renewal process
16. 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. Joji Edakunnel and Mr. Mebin Antony to the DAB meeting of EEE Depat. For the AY – 2024-25

2.	<p>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> <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 collecting more feedback on the Department and College Vision and Mission through various formats.</p> <p><i>Remark with Target Date and responsibility:</i> The DAC members directed the NBA Coordinator of the department to circulate the Vision and Mission statements of both the Department and the College in appropriate formats and to ensure that comprehensive feedback is collected and documented. The finalized feedback and related reports should be made available by the end of May 2025.. / Last date May 2025. / 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> As discussed in previous DAC meetings, the department will implement innovative pedagogical approaches—such as flipped- classroom activities, project- based learning, and simulation- based exercises—alongside additional ICT- enabled sessions (for example, interactive webinars, virtual laboratories, and online quizzes) and targeted tutorial classes or peer- led mentoring workshops for students struggling with particularly challenging subjects.</p> <p><i>Remark with Target Date and responsibility:</i> All staff members are directed to act accordingly. / Last date May 2025. / 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> It is essential to systematically monitor and measure the academic progress of slow learners to ensure they receive timely support and intervention. Therefore, all Course Faculty Advisors (CFAs) and Faculty Advisors (FAs) are required to regularly update the list of slow and bright learners for each subject based on performance indicators. This categorization will help tailor academic support more effectively. In parallel, bright students should be actively encouraged and guided to participate in intellectually stimulating activities such as hackathons, idea generation challenges, and product development initiatives, which will enhance their creativity, technical competence, and problem-solving abilities.</p>

	<p><i>Remark with Target Date and responsibility:</i> All staff members are directed to act accordingly / Last date May 2025. / Responsibility – All faculty</p>
6.	<p>AG 6 – DAB members reviewed the feedback on teaching learning process.</p> <p><i>Suggestions/Observations given by the DAB Members:</i> In line with the suggestions from the previous DAB meeting, Linways software is now being used to collect student feedback. This system enables the HoD to receive clear and timely insights, allowing for quicker and more informed decision-making.</p> <p><i>Remark with Target Date and responsibility:</i> HoD need to review the feedbacks / Last date May 2025. / 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> The HoD emphasized the potential to establish a Centre of Excellence in association with Garuda Aerospace, which would provide advanced training and research opportunities in drone technology and related areas. Furthermore, the HoD discussed the possibility of entering into a Memorandum of Understanding (MoU) with Arcite School of Technical Education to offer industry-oriented internships, aiming to enhance students' practical skills and exposure to real-world engineering practices.</p> <p><i>Remark with Target Date and responsibility:</i> It was decided to proceed with the suggestions put forward by the HoD. / Last date May 2025. / Responsibility – NBA Coordinator/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> Emphasis was placed on giving greater importance to target setting and the effective mapping of Course Outcomes (COs) and Program Outcomes (POs).</p> <p><i>Remark with Target Date and responsibility:</i> Faculty members are required to carry out a detailed analysis to improve the CO-PO mapping levels, in consultation with the NBA Coordinator through regular discussions and reviews. / Last date May 2025. / 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 are expected to take proactive initiatives to improve academic results, thereby contributing to the overall achievement of various target levels set by the department. / Last date May 2025. / Responsibility – All faculty</p>

10.	<p>AG 10- HoD presented the result analysis of 23 pass out batch and 24 pass out batch</p> <p><i>Suggestions given by the DAB Members:</i> A slight improvement was observed in the result analysis of 2024, particularly among the final semester pass-out batch, compared to the 2023 batch. It was also suggested that more focused initiatives be undertaken to enhance the academic performance of the 2025 pass-out batch, in order to maintain the momentum of 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 2025. / 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 2025. / 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 2025. / Responsibility – All faculty</p>
13.	<p>AG13. HoD presented the budget and the academic calendar for the AY 24-25</p> <p><i>Suggestions given by the DAB Members:</i> It was recommended to include more programs in the academic calendar, along with additional gap-filling activities aimed at addressing learning deficiencies and enhancing student competencies.</p> <p><i>Remark with Target Date and responsibility:</i> informed to plan and conduct more student oriented activities / and EEE association day Last date May 2025. / Responsibility – All faculty</p>
14	<p>AG14: The HoD highlighted the need to introduce a new B. Tech program within the EEE department.</p> <p><i>Suggestions given by the DAB Members:</i> DAB members suggested starting a new B. Tech program in Electrical and Computer Science Engineering in the 2025–26 academic year with an annual intake of 30 seats.</p> <p><i>Remark with Target Date and responsibility:</i> They were instructed to plan and act accordingly. Last date May 2025. / Responsibility – HoD</p>
15	<p>AG15: NBA status Renewal process</p> <p><i>Suggestions given by the DAB Members:</i> The committee was instructed to prepare the compliance reports and do the documentation, incorporating the suggestions from the previous visit into the file preparations.</p> <p><i>Remark with Target Date and responsibility:</i> Instructed to plan and act accordingly. Last date Jan 2025. / Responsibility – NBA Coordinator</p>