



MAR BASELIOS CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

KUTTIKANAM, PEERMADE, IDUKKI DIST, KERALA - 685 531

DEPT. OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref No: ECE/06/CR/22/01/2019

Circular

The Department Quality Assurance Cell (DQAC) of Electronics and Communication department is re-constituted with following members

S.No	Name	Designation	Contact No
1	Prof. Elias Janson K	Chairperson	9946441645
2	Dr. Anoop. T R	Coordinator-DQAC	8589901806
3	Prof. Lijosh Mathews	Co-coordinator DQAC	9495621018
4	Prof. Tom J kuriakose Prof. Mariya Joseph	Faculty	9496322518 9447782816
5	Member from Local Society		
6	Alumni Representative		
7	Member from Industry		
8	Parent Representative		

Elias Janson K
22/01/19
Head of the Department

Head of Department
Electronics & Communication Engineering
Mar Baselios Christian College of
Engineering & Technology
Peermade - 685 531

Department of Electronics and Communication Engineering

Department Quality Assurance Cell

Minutes of DQAC Meeting

Date: 27.01.2019

Members attended the meeting

1. Prof. Elias Janson K
2. Dr. Anoop T.R.
3. Prof. Lijosh Mathews
4. Prof. Tom J Kuriakose
5. Prof. Maria Joseph

G. Janson
an
Lijosh
Tom
Maria

The points discussed and decisions made in the meeting

1. Decided to make DQAC functioning in the department as per the instruction from the IQAC.
2. The objective and functioning of DQAC is discussed among the members and approved
3. Decided to monitor the course file and course diary preparation which is required for KTU audit.
4. The committee decided to assign DQAC members to check the quality of question papers for internal series tests. The questions must be satisfying the specified course outcomes.
5. Committee decided to include a few members in DQAC from Alumni, faculty from other institutions, local society, parents etc.

Actions taken :

1. HoD verified the KTU documents periodically to ensure timely completion of portions.
2. Contacted the alumni and faculty from other institutions.

verified
G. Janson
28/01/19
Head of Department
Dept of Electronics and Communication Engineering

Meeting of
DQAC



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4	Prof. Tom J kuriakose Prof. Mariya Joseph	Faculty	9496322518 9447782816
5	Prof. Dr. John Jose Prof. Dr. Lintu Rajan	IIT Guwahati NIT Calicut	9176095340 9495807919
	Member from Local Society		
6	Alumni Representative	Sooraj Sreedharan (2008-12)	7892119102
7	Member from Industry		
8	Parent Representative		

S. J. Sreedharan
Head of the Department
22/01/19

Head of Department
Electronics & Communication Engineering
Mar Baselios Christian College of
Engineering & Technology
Peermade - 685 531

Department of Electronics and Communication Engineering

Department Quality Assurance Cell

Minutes of DQAC Meeting

Date: 25.02.2019

Members attended the meeting

1. Prof. Elias Janson K
2. Dr. Anoop T.R.
3. Prof. Lijosh Mathews
4. Prof. Tom J Kuriakose
5. Prof. Maria Joseph

Handwritten signatures and initials in blue ink, including 'G...', 'Anoop', 'Lijosh', 'Tom', and 'Maria'.

The points discussed and decisions made in the meeting

1. Prof. Dr. John Jose, IIT Guwahati and Prof. Dr. Lintu Rajan, NIT Calicut have consented to be members of DQAC and give advices.
2. Decided to organize a National Conference in May 2019 and to submit the proposal to the management.
3. Decided to encourage faculty and students to enroll for NPTEL online courses.
4. The question papers for internal examinations to be submitted to Question Paper Scrutinizing Committee and after scrutiny those can be submitted to HOD.
5. Decided to get MOUs with reputed companies and to start work on identifying such companies.
6. Decided to organize some awareness programme and workshop for the students in the nearby community or school.

Actions taken .

1. DQAC ensured the quality of papers accepted for the conference .
2. Conducted workshops in nearby schools .

Handwritten signature in red ink: 'Verified G...'

Watermark text: 'Department of Electronics and Communication Engineering, Quality Assurance Cell, 2019'.

Department of Electronics and Communication Engineering

Department Quality Assurance Cell

Minutes of DQAC Meeting

Date: 08.04.2019

Members attended the meeting

1. Prof. Elias Janson K
2. Dr. Anoop T.R.
3. Prof. Lijosh Mathews
4. Prof. Tom J Kuriakose
5. Prof. Maria Joseph

Handwritten signatures in blue ink:
Elias Janson K
Anoop T.R.
Lijosh Mathews
Tom J Kuriakose
Maria Joseph

The points discussed and decisions made in the meeting

1. Discussed strategies to improve university results
2. Portions to be covered and more sessions must be used for revision and to work out previous year university question papers. Students scored poor marks to be given special care.
3. The upcoming Conference's title is 'National Conference on Information and Communication Engineering' (NCICE' 19) and the date is 9th May 2019.
4. Decided to encourage final year students to prepare their papers in order to publish in reputed journals and also in the upcoming National Conference.

Actions taken:

1. Remedial classes were done with strict monitoring of DQAC.
2. The National conference maintained the quality.

Handwritten notes in red ink:
verified
Elias Janson K

Department of Electronics and Communication Engineering

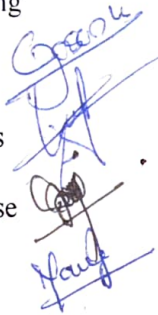
Department Quality Assurance Cell

Minutes of DQAC Meeting

Date: 12.08.2019

Members attended the meeting

1. Prof. Elias Janson K
2. Prof. Lijosh Mathews
3. Prof. Tom J Kuriakose
4. Prof. Maria Joseph



The points discussed and decisions made in the meeting

1. Decided to make DQAC functioning in the department as per the instruction from the IQAC of the college.
2. The objective and functioning of DQAC for the current semester according to the calendar was decided to be monitored.
3. Decided to monitor the course file and course diary preparation which is required for KTU audit.
4. The committee decided to assign DQAC members to check the quality of question papers for internal series tests. The questions must be satisfying the specified course outcomes and follow Bloom's taxonomy for setting up of question papers.
5. Committee decided to ensure the entire functioning of the department in an Accreditation level standard.

Actions taken:

1. DQAC ensured the quality of question papers.
2. Weekly monitoring of course file
3. Discussed many academic matters with

Verified
12/8/19

Head of Department
Christy Mathew
15885501
IQAC



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4	Prof. Dr .John Jose Prof .Dr.Lintu Rajan	IIT Guwahati NIT Calicut	9176095340 9495807919
5	Member from Local Society		
6	Alumni Representative	Sooraj Sreedharan (2008-12)	7892119102
7	Member from Industry	Renjil Mathew (Director, Sunlit Electro controls Pvt.Ltd)	8086027274
8	Parent Representative	Jacob VT	9562130264

Sooraj Sreedharan
20/8/19
Head of the Department

Head of Department
Electronics and Communication Engineering
Mar Baselios Christian College of
Engineering & Technology
Peermade - 685 531

DATE : 20-08-2019

Members who attended the meeting :

1. Prof. Elias Janson K
2. Prof. Lijosh Mathews
3. Prof. Tom J Kusiakose
4. Prof. Maria Joseph.

~~George~~
~~MA~~
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AGENDA :

- * Discussion on the ^{Department} Vision, Mission PO, PSO's and its restructuring.
- * General discussion on the academic progress of the department.

DECISIONS TAKEN :

- * Decided to restructure the vision, mission, POs, PSOs of the department.
- * Decided to ^{discuss} the vision, mission POs, PSOs to the academic experts in the DQAC for their further suggestions.
- * decided to monitor the academic progress.

ACTIONS TAKEN

- * Fixed the vision and mission of the department.

DATE : 10. 08. 2020

Members who attended the meeting

1. Prof. Elias Janson K.
2. Prof. Lijosh Mathews
3. Prof. Tom J Kuriakose
4. Prof. Maria Joseph.
5. Prof Dr Lintu Rajan.
6. Renji Mathew
7. Jacob VT

~~George~~
~~Paul~~
~~Neel~~

AGENDA:

1. Discussion of online academic progress.
2. Effectiveness of teaching online.
3. Methods for scrutinizing the question papers.

DISCUSSIONS AND DECISIONS TAKEN:

- * Discussions on the online google class rooms and the academic audit to be done.
- * Decided to discuss ^{with} the students on the effectiveness in the online teaching.

ACTIONS TAKEN:

- * Correctly monitored the attendance of students in online class.
- * Verified the effectiveness in the online teaching.