

Commences - HOD ME

Venue - PTA Seminar Hall

Date - 30/1/19

Time - 3 pm

Attendances

- 1) Dr Raja Abraham Raja
- 2) Rajin Mathur
- 3) Sunil Dutt
- 4) Biju Chacko
- 5) Manikandhan S
- 6) Ashif S.
- ~~7) Bennet Abraham~~
- 7) Bibin Manman

Agenda → Officially formation of DQAC
 → Selection of Chief Academician
 → ~~Per~~ Selection of Parent Representatives
 → Selection of Alumni Representatives
 → Modification of and suggestion about department mission

Minutes

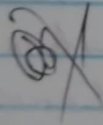
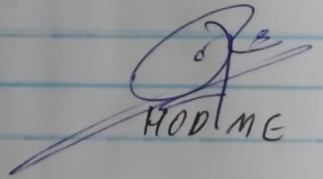
- 1) The DQAC was formed of Mechanical department ~~was~~ and Dr Raja Abraham Raja was selected as chairman, Rajin Mathur as coordinator, Sunil Dutt as co-coordinator, and Professors Biju Chacko, Manikandhan S, and Ashif S as members.
- 2) Dr A Ramesh was selected as chief Academician from IIT and Mr Jensen Samuel as an industrial expert from Caterpillar India to give their valuable suggestion for effective running of our department.
- 3) Mr Bennet Abraham was selected as Parent

representation for smooth running of DQAC.

- 4) For student representation, Mr Bibin Mammur Proor S₆ ME was also included as student member.
- 5) As an Alumni Representation Mr Vipin Nairan a7 (2012-16) batch was selected.
- 6) Different suggestion for formation of of Vision and Mission were discussed. and next meeting was scheduled in 24 May by availability of different members.

Prepared by

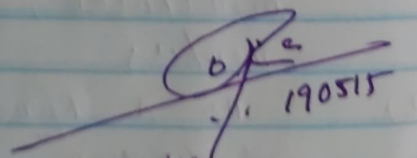
Ashif S

HOD ME

ACTION TAKEN REPORT

- Information & request to all External Experts were sent via Phone & Email.
- Informations were passed to Student Representatives & Alumni
- A draft copy of Vision & Mission was formulated



190515

HOD of Department
Mechanical Engineering
MBC College of Engineering & Technology
Peermade, Idukki - 685 531

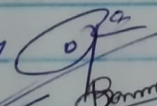
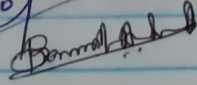
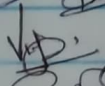
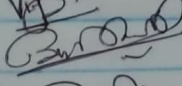
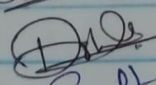
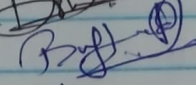
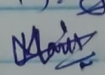
Convenor - HOD-MC

Venue - Department

Date - 16/5/19

Time - 1pm

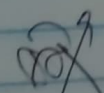
Attendance

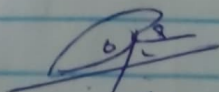
- 1) Dr Raju Abraham Raju 
- 2) Mr Bennet Abraham 
- 3) Vipin Nandan 
- 4) Bibin Manman 
- 5) Ashif S 
- 6) Biju Chack 
- 7) Manikandan S 

Agenda → Formulation of Vision and Mission
 → How to improve its result
 → Other Relevant Matters

Minutes

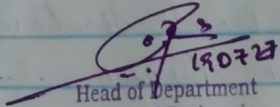
- 1) Dr A Rameesh and Mr Jensen Samuel attended the meeting through skype and their ideas on Mission and Vision statement were analysed and it should be in accordance with OBE.
- 2) Remedial classes and special coaching for slow learners were suggested for improving the result.
- 3) For better ideas related to Mission and Vision of department, ideas from other stakeholders must also be collected so next meeting was scheduled on August 2019.


 Prepared by
 Ashif S


 HOD-MC

ACTION TAKEN REPORT

- Remedial classes and special coaching classes were scheduled as conducted to improve Results.
- Formulated PEO's and PSO's statements as per suggestion from members.

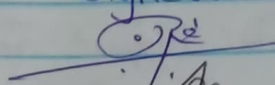
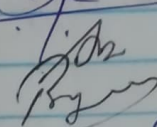
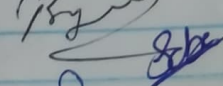
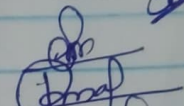
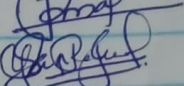
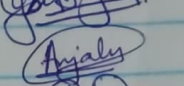
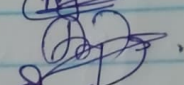
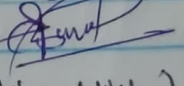
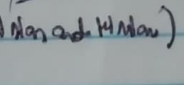
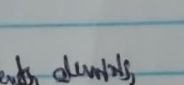

Head of Department
Mechanical Engineering
MBC College of Engineering & Technology
Peermade, Kollam - 686 531

Conteng - HOD - ME

Venue - Conference Hall

Date - 27/7/19

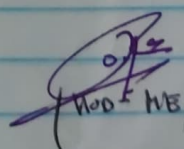
Time - 1:00 pm

Name	Position	Signature
1) Dr. Raja Abraham Raju	Chairman	
2) Sundelt	FACULTY	
3) Biju Charles	FACULTY	
4) SABU MA	PARENT	
5) SIVA SABU	PARENT	
6) AMAL SABU	STUDENT (2018-19)	
7) MANU RAJ	STUDENT (2015-19)	
8) ANJALY JOSEPH	ALUMNI (2010-2014)	
9) Ashof S	FACULTY	
10) BENNET ABRAHAM	PARENT	
<u>Minute</u>	<u>Resenda</u> - (Finalisation of Vision and Mission)	

1. A meeting is conducted the Mechanical faculties as mentioned above and parents, students, students parent etc.

2. Finalisation of vision and mission of our dept. is finalised along with the approval of above mentioned persons.

Prepared by - Sundelt


(HOD - ME)

ACTION TAKEN REPORT

- Framed a Vision, Mission, PEO PSO statement of the department as per suggestion of Alumni, Staff.
- Final Suggest from Academic Expert to be collected

Head of Department
Mechanical Engineering
MBC College of Engineering & Technology
Peermade, Idukki - 685 531

Convener - HOD HE

Venue - CoF Hall

24/10/19

Time: 11.00 p.m.

Name	Position
1) Dr. A. Ramesh	Academic Expert
2) Dr. Rga Abraham	Chairman
3) Rajin Mathews	Co-ordinator
4) Sunildutt	Co-ordinator
5) Ashif S	Faculty
6) Anjali Joseph	Alumni (2010-14)
7) Benmet Abraham	Parent

Signature

A. Ral

(Handwritten signatures of other members)

Minutes

1. As per suggestions from the academic expert (Dr. A. Ramesh), the vision and mission statements of our dept. was re-modified.
2. Programme Specific Outcomes (PSOs) were framed as per committee advice.

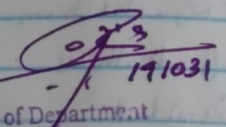
Prepared by - Sunildutt

(Signature of Sunildutt)

(HOD - HE)

ACTION TAKEN REPORT

- Remotified The Vision Mission PED & PSD as per suggestion from Academic Expert. Dr. A. R. Professor IIT Madras.


19/10/31
Head of Department
Mechanical Engineering
MBC College of Engineering & Technology
Peermade, Idukki - 685 531

CONVENOR - HoD - ME

VENUE - ONLINE

DATE - 16/10/2020

TIME - 2:00 PM

NAME	POSITION	SIGNATURE
1.		
2. MANIKANDAN. S	CONVENOR CHAIRMAN	} online
3. ABY ALIAS	CO-ORDINATOR	
4. SUNILDUTT	FACULTY	
5. ANU NAIR P	FACULTY	
6. ANJALI JOSEPH	ALUMNI (2010-14)	
7. BENNET ABRABAM	PARENT	

MINUTES

1. The DQAC was reconstituted with Aby Alias who is the IQAC member as co-ordinator and a new industrial expert.
2. Due to COVID pandemic, meeting was conducted online & hence a physical meeting should be conducted immediately after the COVID situation.
3. During the physical meeting, it is planned to create a systematic scheme for enhancing the learning capacity of students & implement the same.

Prepared by

Aby Alias

Aby Alias

Mr. Manikandan, S

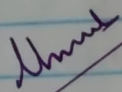
Head of HoD - ME

Mechanical Engineering

MBC College

ACTION TAKEN REPORT

- * Informed every members regarding the restrictions & need of physical distancing for the covid situation.



Head of Department
Mechanical Engineering
MBC College of Engineering & Technology
Peermade, Idukki - 685 531

CONVENOR - HOD-ME

VENUE - ONLINE

DATE - 10/8/21

TIME - 8:30-9:30 PM

Meet link: meet.google.com/ehj-flzb-psn

NAME	POSITION	
Dr. Jayaraj Kochupillai	Chairman	
Mrs Manikandans S	Convenor	
Dr Anoop KS	Member	
Mrs Sunildutt	Member	
Mr Abij Abio	Co-coordinator	
Mrs Biju Chacko	Member	
Mrs Pabais Felix	Member	
Dr Sreejith BK	Academic expert	
Dr Rajesh Rajagopal	Academic expert	
Mrs Jenson Samuel J	Industry expert	
Mr Sanjay S Kumar	Industry expert / Alumni	
Mr Shikun Shaji	Alumni	
Mrs Edwin Jacob Manoj	Alumni	
Mr Rohan Thomas Abraham	Alumni	
Mr Bennett Abraham	Parent	
Mrs Sarath Krishna S	Student S ₈ - mbcc67	
Mrs Susha Thomas	Student S ₆ - mbcc67	

MINUTES

1. The DQAC is reconstituted with the following members.
2. Detailed analysis of Dept vision & mission statements are done.
3. Detailed review of Programme Specific outcomes are also done.

Prepared by

Manikandans S

HOD-ME

Head of Department
Mechanical Engineering
MBC College of Engineering & Technology
Ponnambalam, Chennai - 600 089

[Signature]