

Minutes of the DQAC – Meeting M-1

Name of the meeting: DQAC Department Meeting	Date: 27/06/2018
Name of the Facilitator: HoD	Time: 1.00 pm
Meeting type: Scheduled	Venue: Electrical Dept.
Attendees	
Prof. Robins Anto – HOD, EEE	Mrs. Annu Mary Zacharias
Mr. Anoop Joy	Mrs. Ansu Thomas
Mr. Resmara S.	Mr. Lordson Devasia
Mrs. Fini Fathima	Mr. Prasanth K.G.
Mrs. Tomina Thomas	Mrs. Deepa K. Suresh
Mr. R. Griesh	Mr. Raju TM
Mrs. Sherin Samuel	Mr. Noble Baby
Mrs. Vineetha P. Joseph	Mr. Mobin
Mrs. Rinu Susan Roy	Mr. Abhilash KR

AGENDA: Formulation of DQAC committee to build up vision and mission for the department.

S#	DISCUSSIONS		
1.	As from the order received from the principal the faculties of the department assembled to create a DQAC Cell for the Electrical and Electronics Department to build up department vision and mission.		
2.	Prof. Robins Anto, HOD EEE presented an introduction regarding the need of accreditation and Outcome Based Education.		
3.	Criteria to formulate the vision and mission 1. Vision defines the aspiration of the department 2. Mission – a powerful action word which covers the quality, infrastructure, faculty and students, academic research and teaching quality.		
S#	Decision	Responsibility	Scheduled Date
EEE/DQAC/M1-01	HoD decided to form the Department Quality Assessment Cell (DQAC) for the Department of EEE.		
EEE/DQAC/M1-02	HoD asked for the suggestions from faculty for the nominees and selected and assigned the following faculties for developing Mission and Vision for the Department Mr. Anoop Joy, Ms. Tomina Thomas, Mr. R. Griesh, Ms. Sherin Samuel, Ms. Rinu Susan Roy, Mr. Lordson Devasia		
EEE/DQAC/M1-03	HoD asked for the suggestions from faculty for the nominees and selected and assigned the following faculties as the sub committee to study the vision mission requirement. Ms. Annu Mary Zacharias, Ms. Ansu Thomas, Ms. Fini Fathima, Mr. Prasanth K.G., Ms. Deepa K. Suresh, Ms. Vineetha P. Joseph		
EEE/DQAC/M1-04	HoD asked for the suggestions from faculty for the nominees and selected and assigned the following faculties as the DQAC members		



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

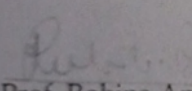
27/06/2018

ORDER

MBC/EEE/2018- FA/ AP-01: - Formation of Department Quality Assurance Cell (DQAC)

Following are appointed as members of the DQAC cell, for a period of one year after which the signing authority shall decide on the expansion of the same. The members shall work as a team to develop documents required by NAAC and NBA as per their standards also they shall work in tandem with IQAC Cell of the College.

Prof. Robins Anto - HOD, EEE	Ms. Rinu Susan Roy
Mr. Resmara S.	Ms. Sherin Samuel
Ms. Vineetha P. Joseph - MBC-IQAC member	


Prof. Robins Anto

Head of the Department

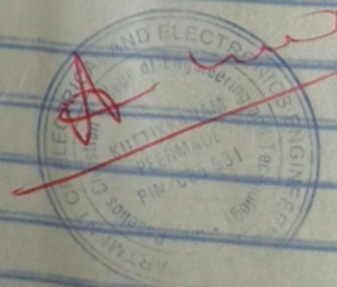
Copy to: Dept. file, DQAC-EEE, Members of the Cell

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	<table><tr><td>Sl. No</td><td>Designation</td><td>Role</td></tr><tr><td>1</td><td>Head of the Department</td><td>Chairperson- Prof. Robins Anto</td></tr><tr><td>2.</td><td>DQAC Head- EEE</td><td>Prof. Resmara S</td></tr><tr><td>3.</td><td>IQAC Rep.</td><td>Prof. Vineetha P joseph</td></tr><tr><td>4.</td><td>Department Representatives</td><td>Prof. Sherin Samuel Prof. Rinu Susan Roy</td></tr></table>	Sl. No	Designation	Role	1	Head of the Department	Chairperson- Prof. Robins Anto	2.	DQAC Head- EEE	Prof. Resmara S	3.	IQAC Rep.	Prof. Vineetha P joseph	4.	Department Representatives	Prof. Sherin Samuel Prof. Rinu Susan Roy	Concerned faculty /member	
Sl. No	Designation	Role																
1	Head of the Department	Chairperson- Prof. Robins Anto																
2.	DQAC Head- EEE	Prof. Resmara S																
3.	IQAC Rep.	Prof. Vineetha P joseph																
4.	Department Representatives	Prof. Sherin Samuel Prof. Rinu Susan Roy																
EEE/DQAC/ M1-05	Co-ordinator after discussion planned to conduct the next meeting preferably on 06/07/2018	DQAC members	06/07/2018															
Prepared By: Mrs. Vineetha P Joseph		Date: 27/06/2018																
Reviewed By: Prof. Resmara S, DQAC COORDINATOR		Date: 27/06/2018																
Approved By: Prof. Robins Anto, HoD, Chairperson, DQAC		Date: 27/06/2018																

Action Taken

1. As per order of IQAC, DQAC was formed and order was issued from HOD



Minutes of the DQAC – Meeting M-2

Name of the meeting: DQAC Department Meeting	Date: 06/07/2018
Name of the Facilitator: HoD	Time: 1.00 pm
Meeting type: Scheduled	Venue: Electrical Dept.
Attendees	
Prof. Robins Anto – HOD, EEE	Mrs. Vineetha P. Joseph
Mr. Resmara S.	Mrs. Rinu Susan Roy
Mrs. Sherin Samuel	

AGENDA: Discussion on draft Vision and Mission

S#	Decision	Responsibility	Scheduled Date
EEE/DQAC/M2-01	Vision and Mission to be finalized.	DQAC members	
EEE/DQAC/M2-02	DQAC members were instructed to formulate Programme outcomes, PSOs, PEOs, and PIs.	DQAC members	
EEE/DQAC/M3-03	All the faculty members were instructed to formulate Course outcomes of each subjects.	Concerned faculty member	
EEE/DQAC/M3-04	Co-ordinator after discussion planned to conduct the next meeting preferably on 23/10/2018	DQAC members	23/10/2018
Prepared By: Mrs. Vineetha P Joseph		Date: 06/07/2018	
Reviewed By: Prof. Resmara S, DQAC COORDINATOR		Date: 06/07/2018	
Approved By: Prof. Robins Anto, HoD, Chairperson, DQAC		Date: 06/07/2018	

Action Taken

1. Vision and mission formulated
2. PSO, PEO, PIs, POs of the department was formulated



Minutes of the DQAC – Meeting M-3

Name of the meeting: DQAC Department Meeting	Date: 23/10/2018
Name of the Facilitator: HoD	Time: 4.00 pm
Meeting type: Scheduled	Venue: Electrical Dept.
Attendees	
Prof. Robins Anto – HOD, EEE	Mrs. Vineetha P. Joseph
Mr. Resmara S.	Mrs. Rinu Susan Roy
Mrs. Sherin Samuel	

AGENDA: CO-PO Mapping, Examination Reforms

S#	Decision	Responsibility	Scheduled Date
EEE/DQAC / M3-01	Vision and mission, Programme outcomes, PSOs, PEOs, PI of the department was approved		
EEE/DQAC / M3-02	HoD has asked all the faculties to put the question papers as per Aicte examination reforms.	Concerned faculty member	
EEE/DQAC / M3-03	All the faculty members were given information to do co-po mapping.	Concerned faculty member	
EEE/DQAC / M3-04	The committee decided to re - constitute the question paper scrutiny members to check the quality of question papers for internal series tests.	Prof. Griesh R Prof. Fini Fathima	
EEE/DQAC / M3-05	All the faculty members were instructed to complete the course files for external audit as per the schedules.	Concerned faculty member	

Prepared By: Mrs. Vineetha P Joseph Date: 23/10/2018

Reviewed By: Prof. Resmara S, DQAC COORDINATOR Date: 25/10/2018

Approved By: Prof. Robins Anto, HoD, Chairperson, DQAC Date: 25/10/2018

Actions Taken

1. Question paper scrutiny committee formulated
2. CO-PO mapping was done by all faculty members.
3. Course files were verified before external audit.

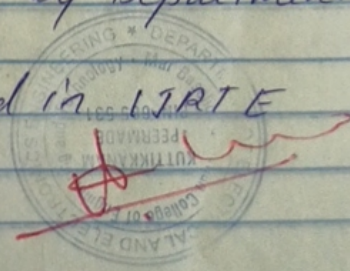


Minutes of the DQAC – Meeting M-5

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.	
Attendees		
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).

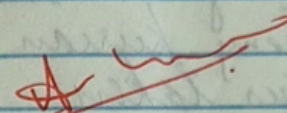
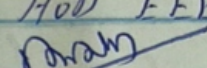
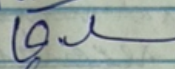
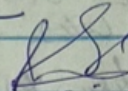
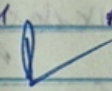
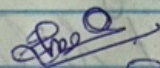
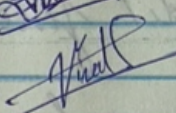


Minutes of the DQAC - Meeting - 6 - Date: 25/10/19

Time: 10:15 ~~pm~~ am

Name of the facilitator: HOD

Attendees:-

1. Prof. Robinis Anto - HOD EEE 
2. Dr Anoop K J. 
3. Dr K Kanchara 
4. Mrs Sruja Priya Sebastian 
5. Ms. Resmara 
6. Mrs Sherin Samuel 
7. Mrs Vineetha P Joseph 

Agenda

1. Internal KTU audit
2. NAAC TIQA Submission
3. Meeting of ~~DAB~~ 3. Inclusion of External members to DAB/DQAC

Decisions Taken

1. Submission of NAAC TIQA on 31st Oct' 2019
 2. Department presentation and report preparation
 3. Internal audit deci manual discussion.
 4. As per NAAC / NBA requirement DQAC/DAB was decided to reconstitute.
 5. As per the telephonic conversation between the external members by HOD. The following members were showed their willingness to be a part of DAB.
1. Dr. K Krishna Kumar, AE KSEB



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

25/10/2019

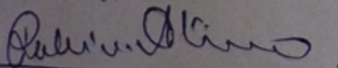
PROGRAM ADVISORY COMMITTEE - Course: B-Tech in Electrical & Electronics Engineering

Subject: Seeking Approval of Principal, MBCCET;
Hereby seek your approval of expanded DAB, Alumni and Parent representative are added in addition to the following external members to the DAB. Kindly approve the list.

Name of the Resource Person	Position Occupied	Details	Contact details
Dr. Prince Ashok	Professor, RIT Pampady	Departmental Electrical & Electronics Engineering, Govt. Rajiv Gandhi Institute of Technology, Pampady	9544393773
Dr. Rajesh Joseph Abraham	Professor, IIST	Dept. of Avionics IIST Trivandrum	99613880
Mr. Deepak T	Alumni, 2007-2011, EEE	Assistant Engineer, KSEB Ltd	9496324316
Dr. Sreeraj E S	Assistant Professor	NIT Goa	8975320849
Dr. Sony Kurian	Associate professor VJCET, Muvattupuzha	PhD, NIT Calicut	9447925215
Er. E. Samuel	Parent Member	AE, KSEB Ltd	9544713465 9605734653
Dr. K. Krishna Kumar	Assistant Engineer KSEB; Formerly Faculty at Amrita Vidhya Peedam, Kollam - Deemed to be a University	Representing us through, KSEBEA and CEEBA- Center for Engineering and Business Administration(NGO)	9447431132

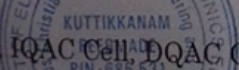
Thanking you

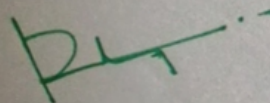
Sincerely,

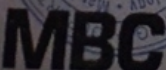


Prof. Robins Antonio
HOD-EEE

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2. Dr. Rajesh Joseph Abraham Prof. IIST
3. Dr. Pradeep Achok. Prof. RIT Paripady
4. ^{ESJ E Samraj} ~~Rev. Dr. Hubby Mathew~~ ^{Project member} ~~Executive Director, DDB (NGO)~~
4. Deepak T. Alumni 2007-2011, AE KSEB
5. Dr. Sreedraj F.S AP NIT Goa
6. Dr. Sony Kurian AP VJCT Kuvattupuzha

Actions taken:

1. DAB/DQAC ^{External members list prepared by Hon} was reconstituted with the ~~order issued by principal~~ and given to Principal for approval
2. Internal audit files was verified
3. IIQA was submitted on 30th Dec 2014 successfully
4. Official invitation for becoming a member of DAB has been mailed