

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 <ol style="list-style-type: none"> 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 | | |



**MAR BASELIOS CHRISTIAN COLLEGE
OF ENGINEERING AND TECHNOLOGY**

KUTTIKKANAM, PEERMADE, IDUKKI DIST, KERALA 685 531
Email: mbc@mbcpeermade.com; Web: www.mbcpeermade.com

EPABX 04869 233571
04869 233572
04869 233573
04869 233574
Principal 04869 233578 (Off.)
04869 233579 (Res.)
Fax 04869 233574

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

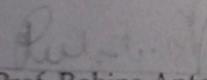
27/06/2018

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

84

| Sl. No | Designation | Role | Concerned faculty /member | |
|--|--|---|---------------------------|------------|
| 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

