



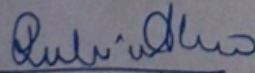
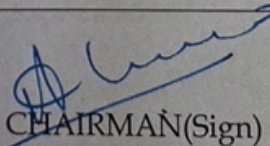
Mar Baselios Christian College of Engineering
and Technology

Kuttikanam, Peermade – 685531
DEPARTMENT ADVISORY BOARD

Format No.	EEE/DAB/01
Rev. No.	00
Date	01/11/2019
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Minutes of the DQAC /DAB – Meeting M-8

Name of the meeting: DQAC/DAB Meeting		Date: 07/01/2020	
Name of the Facilitator: CHAIRMAN		Time: 1.00 pm	
Meeting type: Scheduled		Venue: PTA SEMINAR HALL	
Attendees			
NAME	SIGNATURE	NAME	SIGNATURE
Dr. Anoop KJ		Mr. Resmara Shajahan	
Dr. K Kanchana		Mrs. Sherin Samuel	
Mrs. Sneha Priya Sebastian		Mrs. Vineetha P. Joseph	
AGENDA: <ol style="list-style-type: none">1. DAB meeting with external members to be conducted2. DVV corrections3. LAB equipment numbering			
S#	DISCUSSIONS		
EEE/DAB/ M8-01	Planned to conduct DAB with all external members, necessary steps for the meeting was told to be initiated .		
EEE/DAB/ M8-02	DVV corrections by each criteria has to be sort out, DAB requested the staff's to give necessary support.		
EEE/DAB/ M8-03	Department academic calendar preparation including TIT, Conferences, IV, FDP etc need to be formulated.		
EEE/DAB/ M8-04	Semester beginning, course registration , academic audit etc need to be attended.		
EEE/DAB/ M8-05	Lab equipment numbering need to be done immediately		

S#	DECISIONS		
EEE/DAB/ M8-01	Mrs. Sneha Priya Sebastian was given charge of the DAB meeting with all externals.		
EEE/DAB/ M8-02	DVV correction need to be updated within 15/01/2020		
EEE/DAB/ M8-03	Lab equipment numbering format was introduced and Mrs. Tomina Thomas was given the overall charge and each lab in charges with lab staff has to assist her.		
EEE/DAB/ M8-04	Mrs. Deepa K suresh was given the charge to make the academic calendar.		
	HOD(Sign)	CHAIRMAN(Sign)	MEMBER(Sign)
S#	ACTIONS TAKEN		
EEE/DAB/ M8-01	DVV submitted on 15/01/2020		
EEE/DAB/ M8-02	Department academic calendar was published.		
EEE/DAB/ M8-03	Request for conducting DAB with all externals has been given for sanction to Principal		
EEE/DAB/ M8-04			
	 HOD(Sign)	 CHAIRMAN(Sign)	MEMBER(Sign)

From

Sneha Priya Sebastian
AP, EEE Dept
MBCCE T

To The Principal
MBCCE T

Subject: Sanctioning of travelling and dearness allowance to DAB members

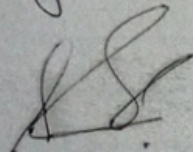
Respected Sir:

As a part of DAB. (Department advisory board) EEE Department is planning to conduct a DAB inviting external members. For arranging the meeting and to provide TA/DA please sanction an amount of 24,000/- thousand.

Recommended & forwarded
Peruville
30.01.2020

Thanking you

Sneha Priya Sebastian



30/1/2020

Permade

split up.

TA for Resurrection (4 persons) 10,000/-

Food & refreshment - 4,000/-

14,000/-