



MOOGAMBIGAI CHARITABLE AND EDUCATIONAL TRUST
Rajarajeswari College of Engineering
(An Autonomous Institution under Visvesvaraya Technological University, Belagavi)
Department of Electrical & Electronics Engineering



Date: 27.12.2024

DEPARTMENT ADVISORY COMMITTEE (DAC) Meeting-II

Academic Year 2024-2025(Odd Sem)

Minutes of Meeting

The DAC meeting of Electrical and Electronics Engineering Department was conducted on 23.12.2024 at 10:00 AM in Tesla Hall.

Members Present:

Sl. No	Name of Members	Affiliation	Position
1.	Dr P Ebby Darney	Professor & Head of the Department	Chairman
2.	Mr. Vinay Kumar	Assistant Executive Engineer, BESCOM	Industry Person
3.	Mrs. Anusha M	Advanced Analyst (RPA Developer)	Alumni
4.	Dr. R. Arul Jose	Associate Professor	Member
5.	Prof. Shivalingaiah K L	Assistant Professor	Member
6.	Prof. Sincy Elezebeth Kuruvilla	Assistant Professor	Member
7.	Prof. Avinash C M	Assistant Professor	Member
8.	Prof. Nandini N	Assistant Professor	Member
9.	Mr.B.Pavan	IV Year EEE	Student
10.	Mr. G.Vishnu Datta	III Year EEE	Student

Agenda of the Meeting

1. Welcome and Introduction
2. Review of action taken on previous DAC resolutions.



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3. Review of curriculum implementation and academic progress.
4. Discussion on student performance and mentoring effectiveness.
5. Review of laboratory facilities and utilization.
6. Review of CO-PO attainment and corrective measures.
7. Planning of academic and co-curricular activities.
8. Vote of Thanks

Proceedings of the Meeting

The meeting commenced with the welcome address by the Chairman, Dr. P. Ebby Darney. He briefed the members about the academic progress and objectives of the department.

The committee reviewed the implementation status of the resolutions passed in the first DAC meeting. The committee appreciated the efforts of the faculty members and instructed that the pending activities, if any, be completed within the stipulated time.

The committee also reviewed the progress of curriculum implementation across 3rd and 4th semester of 2024 scheme. ESC/AEC courses are discussed and finalised. It was resolved to ensure uniformity in syllabus coverage, lesson planning, and use of innovative teaching methodologies. Faculty members were advised to integrate case studies, simulations, and industry-based examples wherever possible.

The committee discussed various measures to enhance the teaching-learning process. It was resolved to promote blended learning through ICT tools, NPTEL resources, and Learning Management Systems. Faculty members were encouraged to adopt outcome-based education practices effectively.

The academic performance of students was reviewed in detail. The committee resolved to strengthen the mentoring system by conducting periodic mentor-mentee meetings. Special coaching and remedial classes shall be arranged for slow learners, and advanced training programs shall be offered to high-performing students.



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NBA
CSE ECE ISE



The committee reviewed the adequacy and utilization of laboratory facilities. It was resolved to update laboratory equipment, software tools, and experiment manuals wherever required. Proper maintenance records and lab utilization registers shall be maintained.

The committee analyzed the CO-PO attainment levels. It was resolved to set realistic attainment targets and review them periodically. Based on the analysis, corrective actions such as tutorial classes, additional assignments, and internal assessments shall be implemented to improve attainment levels.

The committee discussed faculty development activities. It was resolved to encourage faculty members to participate in FDPs, workshops, MOOCs, and certification programs. Faculty members shall also be motivated to publish research papers and apply for funded projects.

The committee resolved to strengthen industry-institute interaction through expert lectures, industrial visits, internships, and collaborative projects. Industry experts shall be invited regularly to bridge the gap between academia and industry.

The committee emphasized improving student employability. It was resolved to organize skill development programs, aptitude training, soft-skill workshops, and placement-oriented activities in collaboration with the placement cell.

The committee reviewed departmental documentation practices. It was resolved to update DAC, PAC, BoS, curriculum, syllabus, and attainment reports on the department website regularly. Proper records shall be maintained for accreditation purposes.

The committee discussed stakeholder feedback obtained from students, alumni, parents, and employers. It was resolved to analyze feedback systematically and implement suitable corrective and preventive actions for continuous academic improvement.

The committee resolved to strengthen internal quality assurance mechanisms. Faculty members were instructed to maintain course files, lesson plans, assessment records, and attainment reports as per NBA/NAAC requirements.



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Action Plan

Sl. No	Action Item	Responsibility	Timeline
1	Complete pending actions	Course Coordinators	Immediate
2	Strengthen mentoring	Class Advisors	Ongoing
3	Upgrade lab facilities	Lab In-charges	This semester
4	Improve CO-PO attainment	Faculty Members	Every semester
5	Organize skill programs	Department	Next semester

The Chairman thanked all members for their valuable suggestions and active participation. The meeting concluded with vote of thanks.


HoD-EEE
27/12


Dean-Academics


Principal
RAJARAJESWARI
COLLEGE OF ENGINEERING
Tumohalli Cross, Bengaluru-77