

 Estd : 1984	KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL	 ISO 9001
Departmental Advisory Committee (DAC)		

Department of _____
Members List and Schedule:

S.No.	Name of Faculty Member	Designation	Role
1	HOD		Chairman
2	Department member 1		Member
3	Department member 2		Member
4	Allied department member – 1		Member
5	Other premium institute member of same domain -1		Member
6	Industrial Alumni Nominee-1		Member
7	Student member -1	Final Year	Member
8	Administrator Representative - 1	Any other CCOs /HoDs approved by Principal	Member
9	Convener (Senior Department faculty)		Convener

Schedule of DAC Meeting

Academic Year (20xx-20xx)	
Odd Semester – Planned Date (JAN/FEB)	
Even Semester – Planned Date (AUG/SEP)	

Convener

Chairman (HoD)

 <p>KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL</p>	<h3>DAC Meeting Agenda</h3>	
---	-----------------------------	---

Department of _____

Academic Year:

Semester: Odd/Even

Date:

Members to be Present:	
Meeting Date:	
Venue:	

Points to be discussed

Agenda	
<ul style="list-style-type: none"> • Previous Meeting Minutes • Review of Vision and Mission of the department, • Review of PEOs and POs and PSOs of the Program • Review of Attainment of POs and PSOs for the last passed out batch • Review of Curriculum and Syllabus • Review of Department Budget • Review of Academic Activities • Review of R&D activities • Review of Placement Activities 	<ul style="list-style-type: none"> • Review of IIPC activities, MoU and CoE • Review of Value Added Courses NPTEL Courses • Review of Infrastructure • Review of Feedbacks • Review of Action Taken on audits • SWOT • Suggestions for improvement • Any other points

Convener

Chairman (HoD)

 KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL <i>ESTD : 1984</i>	Minutes of the Departmental Advisory Committee Meeting	 TÜV SUD <small>ISO 9001</small>
--	---	--

Department of _____

Academic Year:

Semester: Odd/Even

Date:

Members Present:		Members Signature :
Date:		
Venue:		

S.No.	Points Discussed	Action Plan	Responsibility	Remarks
1.				
2.				
3.				
4.				
5.				

Convener

Chairman (HoD)