
 <p>Kongu Engineering College Perundurai Estd : 1984</p>	<p align="center"><b>KONGU ENGINEERING COLLEGE</b> (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL</p>	
<b>Departmental Advisory Committee (DAC)</b>		

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)**

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	<p><b>DAC Meeting Agenda</b></p>	

Department of \_\_\_\_\_

**Academic Year:**

**Semester: Odd/Even**

**Date:**



<b>Members to be Present:</b>	
<b>Meeting Date:</b>	
<b>Venue:</b>	

**Points to be discussed**

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

**Convener**

**Chairman (HoD)**

 Estd : 1984	<b>KONGU ENGINEERING COLLEGE</b> <b>(Autonomous)</b> <b>PERUNDURAI – 638060</b> <b>INTERNAL QUALITY ASSURANCE CELL</b>	
	<b>Minutes of the Departmental Advisory Committee Meeting</b>	

Department of \_\_\_\_\_

Academic Year:

Semester: Odd/Even

Date:

<b>Members Present:</b>		<b>Members Signature :</b>
<b>Date:</b>		
<b>Venue:</b>		

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

Convener

Chairman (HoD)