



FORM NO: ADMN 2

## Minutes of Meeting

Name of Meeting: Academic Council	Date: 02/02/2016
Name of Facilitator: Principal	Time: 10.30 AM to 1.15 PM
Meeting type: Scheduled	Venue: Conference Hall
<b>Attendees</b>	
Fr. John Chirathilattu – Director	Prof. Bilu Susan – HIC/CE
Dr. Pradeep C – Principal	Fr. Kuruvilla Perumal – Student Advisor
Dr. Rajan George Panicker – Bursar	Prof. Annie Chacko – AP/CSE
Dr. Nirmala Joseph – HOD Sci. & Hum	Prof. Tom Raj – Phy.Ed
Prof. Robins Anto – HOD EEE/Chief Coordinator KTU	Mr. Lovel Hench – Placement Officer
Prof. Elias Janson – HOD ECE	Ms. Sunu P Raju - Librarian
Prof. Mathew Joseph – HOD ME	
<b>AGENDA</b>	
1. Passing of HOD Meeting Minutes	5. Admissions 2016
2. Placement activities	6. College Timings/Bus Timings
3. Staff activities	7. Discipline of students
4. Sports activities	8. Library activities
<b>SL. #</b>	<b>DISCUSSIONS &amp; DECISIONS</b>
01	Approved and passed the Minutes of HOD Meeting on 21/01/2016
02	Principal briefed the activities and responsibilities of newly formulated Centres/Cells/and Heads. The Council approved the same.
03	The upcoming placement activities were briefed by the Placement Officer. Only 13 students are placed from Sep. 2015 till date. The lack of skill in Aptitude Tests was identified as the main problem faced by students. The upcoming recruitments for MBC include Orion Technologies, Speridian, HGS, Sutherland etc. The infrastructural requirement for placement activities were discussed and conveyed to Director. The proposal put up by HCL Talent Care regarding Placement & Training was briefed by Placement Officer and further actions are to be taken in consultation with Director. The Council entrusted the Governing Body & Director to look for suitable recruiters in the peer group of Orthodox Church to place CE, ME, CSE, ECE & EEE students.
04	The Sports activities were summarized by Prof. Tom Raj. The student involvement in sports activities and competitions/tournaments were less for the last few years due to lack of talents. Discussed about giving more Sports Quota seats in specific branches to improve sports and games area and proposal shall be put forward to Director for compliance. Press Conference can be arranged to give awareness about different sports activities. Inauguration of Tournament is scheduled on 8 <sup>th</sup> February at 3.30 PM and the Chief guest shall be decided by the Physical Education Dept. Prof. Tomraj suggested a ladies Gym in the Campus.
05	The Library activities were discussed. Librarian pointed out the space shortage problem. Seating capacity is only 140 and additional facility should be provided for reading and reference. The book volumes are less (only 250) and should be increased. Working time of the Library is fixed as 8:00 to 6:00 PM. Dept. Library should be made separate from the Dept. and book volumes should be increased. Council suggested to see the probability of subscribing Journals in the name of faculty as done in professional bodies.
06	The professional bodies shall be active in all Dept. ISTE, IEEE & IE chapters should be active in this semester.
07	The college punching time and bus timing was approved by the Council.
08	The responsibilities of Group Tutors was approved by the Council.
09	The Discipline Monitoring Committee is constituted and approved. The DAC members will form the Committee, and Mr. Tomraj will substitute Mr. Arun K L.
10	The suggestion for punching machine in Hostels was approved by the Council
Prepared by: Mathew Joseph, HOD ME	
Reviewed by: Dr. Pradeep C, Principal	
Copy to: Management/Principal/Academic Council Members	

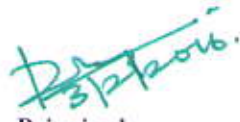
*Dr. Pradeep C*





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

<b>IMPORTANT DECISIONS OF HOD MEETING HELD ON 21.01.2016 PASSED BY ACADEMIC COUNCIL HELD ON 03.02.2016</b>	
Academic Calendar of even semester is finalized.	
Staff Advisor for Students Union 2016-17 is Mr. Roja Abraham Raju. He will be the Convener for Tech Fest & Arts Day 2016.	
Class Committee are to be formed for S4, S6 & S8 classes and atleast two Class Committee must be conducted in a semester. HODs should attend all the meetings.	
Class PTA shall be conducted after the First Series Examination and complete it on or before 22 <sup>nd</sup> March 2016.	
Decided to start activities of various Centres/Cell in the Institution to foster Innovation, Research Culture and Quality Enhancement among the stake holders.	
1. <b>Centre for Innovative Technology &amp; Entrepreneurship (CITE):</b> Prof. Robins Anto will act as the Chief Advisor and Prof. Arjun Hari will be the Centre Head.	
2. <b>R &amp; D Centre</b> (Name and details will be decided later): Dr. Nirmala Joseph will act as the Chief Advisor. Prof. Roja Abraham Raju will be the Centre Head.	
3. <b>Internal quality Assurance Cell (IQAC):</b> Prof. Mathew Joseph will be the Chief Advisor and Prof. Pradeep P Mathew will be the Coordinator.	
<b>Parent Teacher association (PTA):</b> The Secretary for the current academic year will be Prof. Anish M George and Prof. Elias Janson will be the Chief Advisor.	
<b>Alumni Association:</b> Prof. Alpha Vijayan will act as the Chief Advisor and Prof. Josmy George will be the Coordinator.	
The Chief Coordinator for the Blessing Ceremony of renovated Administrative Block will be will be Fr. Kuruvilla Perumal Chacko and the Coordinator will be Prof. Pradeep P Mathew.	
Decided to re-frame Hostel Rules	
Decided to conduct fortnightly Department Staff Meetings with proper Agenda. The Minutes of Meeting shall be forwarded to Principal.	
Activity and Achievement Registers should be maintained in all Departments.	
Tournaments and Sports Day will be organized in the current semester. Prof. Tom Raj and Prof. Lijosh Mathews will act as Conveners.	
Parents who were intimated to report to HOD/Principal regarding indiscipline in Boys Hostel during December, should complete the procedures on or before 4 <sup>th</sup> February 2016. Students failing to do so should get the consent of Principal before entering the classes.	

  
**Principal**  
**Dr. PRADEEP C.**  
**Principal**  
**Mar Baselios Christian**  
**College of Engineering & Technology**  
**P.O. Pallikunnu, Peermade-686 530**



Minutes of Meeting

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Name of Facilitator: Principal	Time: 10.30 AM to 1.15 PM
Meeting type: Scheduled	Venue: Conference Hall
<b>Attendees</b>	
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Prof. Robins Anto – HOD EEE/Chief Coordinator KTU	Prof. Bilu Susan – HIC/CE
Prof. Elias Janson – HOD ECE	Prof. Ushus Maria Joseph – AP/CSE
Dr. Nirmala Joseph – HOD Sci. & Hum	
<b>AGENDA</b>	
1. Academic Calendar	5. Activities
2. Student Union Activities & Tech Fest	6. Blessing Ceremony
3. Website Updating	7. Sports Activities
4. PTA Activities	8. Other relevant matters
<b>SL. #</b>	<b>DISCUSSIONS &amp; DECISIONS</b>
01	Academic Calendar of even semester is finalized (details attached)
02	Staff Advisor for Students Union 2016-17 is Mr. Roja Abraham Raju. He will be the Convener for Tech Fest & Arts Day 2016.
03	Class Committee are to be formed for S4, S6 & S8 classes and atleast two Class Committee must be conducted in a semester. HODs should attend all the meetings.
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05	Decided to start activities of various Centres/Cell in the Institution to foster Innovation, Research Culture and Quality Enhancement among the stake holders. 1. <b>Centre for Innovative Technology &amp; Entrepreneurship (CiTE):</b> Prof. Robins Anto will act as the Chief Advisor and Prof. Arjun Hari will be the Centre Head. 2. <b>R &amp; D Centre</b> (Name and details will be decided later): Dr. Nirmala Joseph will act as the Chief Advisor. Prof. Roja Abraham Raju will be the Centre Head. 3. <b>Internal quality Assurance Cell (IQAC):</b> Prof. Mathew Joseph will be the Chief Advisor and Prof. Pradeep P Mathew will be the Coordinator.
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08	The Chief Coordinator for the Blessing Ceremony of renovated Administrative Block will be will be Fr. Kuruvilla Perumal Chacko and the Coordinator will be Prof. Pradeep P Mathew.
09	Decided to re-frame Hostel Rules
10	Decided to conduct fortnightly Department Staff Meetings with proper Agenda. The Minutes of Meeting shall be forwarded to Principal.
11	Activity and Achievement Registers should be maintained in all Departments.
12	Tournaments and Sports Day will be organized in the current semester. Prof. Tom Raj and Prof. Lijosh Mathews will act as Conveners.
13	Parents who were intimated to report to HOD/Principal regarding indiscipline in Boys Hostel during December, should complete the procedures on or before 4 <sup>th</sup> February 2016. Students failing to do so should get the consent of Principal before entering the classes.
<b>Please Note: The members of various Centres/Cells/Committee will be circulated later</b>	
Prepared by: Mathew Joseph, HOD ME	
Reviewed by: Dr. Pradeep C, Principal	
Copy to: Management/Principal/Academic Council Members	
<b>NB: Only for Circulation among Academic Council Members and this shall be published to staff members only after the next Academic Council Meeting</b>	