
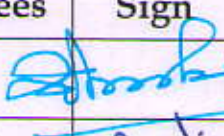

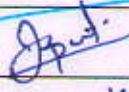

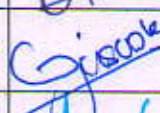








Minutes of Meeting

MBC/ADM/AC/2018/015

Academic Year : 2018-19		Date:10/04/2019	
Name of Facilitator: Principal		Time: 02.00 am – 3:30 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C.		Mr. Abraham K A	
Dr. Nirmala Joseph		Fr. Kuruvilla Perumal	
Dr. Anoop K. J.		Prof. Elias Janson K	
Prof. Annie Chacko		Prof. Robins Anto	
Prof. Manoj Nallanathel		Prof. Resmara S.	
Dr. Roja Abraham Raju			
AGENDA			
1. Portion Coverage		2. Other relevant matters	
S.No.	DISCUSSIONS & DECISIONS		
1.	Compensate hours lost due to holidays, by engaging evening and night classes.		
2.	Submit schedule of remedial classes and special classes of each semester by 24 th April to Principal.		
3.	A meeting of all staff members assigned with duty of scholarship examination are scheduled on 11 th April at 9:30 am in PTA Seminar Hall		
 PRINCIPAL			

Dr. PRADEEP C.
Principal
Mar Baselios Christian
College of Engineering & Technology
P.O. Puthupattam, Peermade-685 530

Date: 9th April 2019

NOTICE

A meeting of Academic council members is scheduled at 02:00 PM in conference hall on 10th April 2019. Please make it convenient to attend.

Agenda

1. Portion Coverage
2. Other Relevant matters.

Copy to-


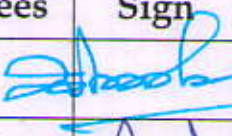
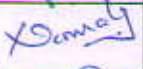


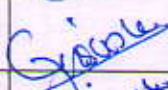






1. BURSAR
2. Dean (Academics, Students welfare)
3. HoD (CE, CSE, ECE, EEE, ME)
4. KTU Coordinator



PRINCIPAL

Minutes of Meeting

MBC/ADM/AC/2018/014

Academic Year : 2018-19		Date:01/04/2019	
Name of Facilitator: Principal		Time: 02.00 am – 3:30 pm	
Meeting type: Scheduled		Venue: Principals Room	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C.		Mr. Abraham K A	
Dr. Nirmala Joseph		Fr. Kuruvilla Perumal	
Dr. Anoop K. J.		Prof. Elias Janson K	
Prof. Annie Chacko		Prof. Robins Anto	
Prof. Manoj Nallanathel		Prof. Resmara S.	
Dr. Roja Abraham Raju			
AGENDA			
1. Relevant matters			
S.No.	DISCUSSIONS & DECISIONS		
1.	Departments may schedule Farewell to Final year students on 13 th or 14 th May 2019.		
2.	Departments may Schedule PTA meeting for all semester students from 8 th April 2019.		
3.	Faculty Advisor should verify the uploaded certificate of participation in rehabilitation activities uploaded by students by 4 th April 2019.		
 PRINCIPAL			

Dr. PRADEEP C.
Principal
Mar Baselios Christian
College of Engineering & Technology
P.O. Kuttikanam, Peermade-685531

Date: 1st April 2019

NOTICE

A meeting of Academic council members is scheduled at 02:00 PM in conference hall on 1st April 2019. Please make it convenient to attend.

Agenda

1. Relevant matters.

Copy to-


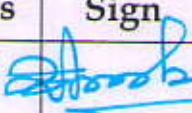
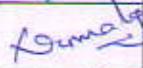


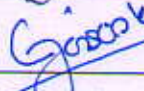





1. BURSAR
2. Dean (Academics, Students welfare)
3. HoD (CE, CSE, ECE, EEE, ME)
4. KTU Coordinator



PRINCIPAL

Minutes of Meeting

MBC/ADM/AC/2018/013.

Academic Year : 2018-19		Date:28/03/2019	
Name of Facilitator: Principal		Time: 02.00 am – 3:30 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C.		Mr. Abraham K A	
Dr. Nirmala Joseph		Fr. Kuruvilla Perumal	
Dr. Anoop K. J.		Prof. Elias Janson K	
Prof. Annie Chacko		Prof. Robins Anto	
Prof. Manoj Nallanathel		Prof. Resmara S.	
Dr. Roja Abraham Raju		Prof. Lijosh Mathews	
Prof. Anoop T R			

AGENDA

1. Progress of Tech fest and Arts
2. Portion Coverage

3. Other relevant matters

S.No.	DISCUSSIONS & DECISIONS
1.	Prof. Lijosh Mathews coordinator of Techno cultural Fest summarised the updates about activities, guest, proshows, committees, stage, etc.
2.	Prof. Anoop T R coordinator of Arts summarised the updates about onstage events, guest, committees, etc.
3.	Faculty members can handle evening and night class to complete portions.


PRINCIPAL

Dr. PRADEEP C.
Principal
Mar Basilio Christian
College of Engineering & Technology
P.O. Kuttikanam, Peermade-685 531

Date: 27 March 2019

NOTICE

A meeting of Academic council members is scheduled at 02:30 PM in conference hall on 28th March 2019. Please make it convenient to attend.

Agenda

1. Progress of Tech fest and Arts Fest
2. Portion Coverage
3. Other relevant matters.

Special invitees

Prof. Lijosh Mathews (Staff Coordinator, Student Council)

Prof. Anoop T R (Coordinator, Arts 2019)

Copy to-

1. BURSAR
2. Dean (Academics, Students welfare)
3. HoD (CE, CSE, ECE, EEE, ME)
4. KTU Coordinator
5. Staff coordinator, Student council
6. Coordinator, Arts



PRINCIPAL

Minutes of Meeting

MBC/ADM/AC/2018/012

Academic Year : 2018-19		Date:21/03/2019	
Name of Facilitator: Principal		Time: 10.30 am – 12:30 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C.		Mr. Abraham K A	
Dr. Nirmala Joseph	<i>[Signature]</i>	Fr. Kuruvilla Perumal	<i>[Signature]</i>
Dr. Anoop K. J.	<i>[Signature]</i>	Prof. Elias Janson K	<i>[Signature]</i>
Prof. Annie Chacko	<i>[Signature]</i>	Prof. Robins Anto	<i>[Signature]</i>
Prof. Manoj Nallanathel	<i>[Signature]</i>	Prof. Resmara S.	<i>[Signature]</i>
Dr. Roja Abraham Raju	<i>[Signature]</i>		

AGENDA

1. Relevant matters

S.No.	DISCUSSIONS & DECISIONS
1.	Council decided to close college on 13 th April and to reopen on 24 th April 2019 (after Passion week and Parliament Election)
2.	Decided to conduct 2 nd Series examination on 12 th , 13 th , 25 th , 26 th , 29 th and 30 th April 2019.
3.	Each students can avail a maximum of 10% duty leave for smooth conduct of Arts and Technical Fest.
4.	Decided not to permit leaves to staff members on 26 th and 27 th April 2019 in regard of All Staff Meeting and Sports Day
5.	Decided not to allow any celebrations inside campus without prior permission from Head of Institution (in view of circular from Higher education Department)

PRINCIPAL

Dr. PRADEEP C.
Principal
Mar Basilio Christian
College of Engineering & Technology
P.O. Puthum, Peermade-686 530

Date: 20 March 2019

NOTICE

A meeting of Academic council members is scheduled at 10:30 AM in conference hall on 21st March 2019. Please make it convenient to attend.

Agenda

1. Relevant matters.

Copy to-



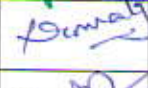
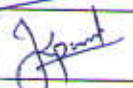








1. BURSAR
2. Dean (Academics, Students welfare)
3. HoD (CE, CSE, ECE, EEE, ME)
4. KTU Coordinator
5. staff coordinator, Student council
6. Professor in charge, physical education



PRINCIPAL

Minutes of Meeting

MBC/ADM/AC/2018/011

Academic Year : 2018-19		Date:13/03/2019	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C		Mr. Abraham K A	
Dr. Nirmala Joseph		Fr. Kuruvilla Perumal	
Dr. Anoop K J		Prof. Elias Janson K	
Prof. Annie Chacko		Prof. Robins Anto	
Prof. Manoj Nallanathel		Prof. Rasmara S	
Dr. Roja Abraham Raju		Prof. Lijosh Mathews	
Prof. Manikandan S		Mr. Edin	
AGENDA			
1. Result Analysis- 1 st Series Examination		3. Other relevant matter	
2. Sports, Arts, Techno cultural fest			
S.No.	DISCUSSIONS & DECISIONS		
1.	Discussed result of each semester of every department, those students who failed for more than 4 subjects should meet Principal with their parents after PTA meeting.		
3.	Decided to take remedial sessions for those subjects which have pass percentage less than 70% to improve result. Remedial sessions timing will be from 4:30 to 6:00 PM.		
2.	Update and submit the list of students who have not attained minimum credits for promotion to next semester.		
4.	Decided to give additional 15 minute's time for each exam from second series examination onwards, due to students grievances on examination time.		

Date: 13 March 2019

NOTICE

A meeting of Academic council members is scheduled at 02:30 PM in conference hall on 13th March 2019. Please make it convenient to attend.

Agenda

1. Result Analysis-I st series exam
2. Sports, Arts, Techno Cultural Fest
3. Other relevant matters.

Special invitees

Prof Lijosh Mathews (Staff Coordinator, Student Council)

Prof Manikandan .S (Professor In charge, Physical Education Department)

Copy to-



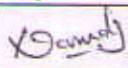
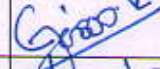



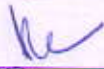
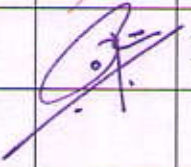
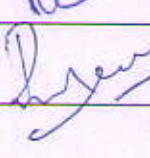
1. BURSAR
2. Dean (Academics, Students welfare)
3. HoD (CE, CSE, ECE, EEE, ME)
4. KTU Coordinator
5. staff coordinator, Student council
6. Professor in charge, physical education



PRINCIPAL

Minutes of Meeting


MBC/ADM/AC/2018/010

Academic Year : 2018-19		Date:06/03/2019	
Name of Facilitator: Principal		Time: 2 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C		Fr. Kuruvilla Perumal	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. Anoop K J		Prof. Robins Anto	
Prof. Annie Chacko		Prof. Manoj Nallanathel	
Dr. Roja Abraham Raju		Prof. Rasmara S	

AGENDA

1. Relevant matters


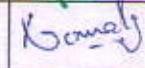


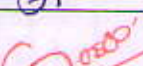
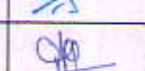




S.N o.	DISCUSSIONS & DECISIONS
1.	Principal summarised the decisions taken in short academic council meeting held on 01/03/2019 afternoon.
2.	HoD's of respective department should submit result analysis of 1 st series Examination by 13 th March 2019 to discuss student 's performance in academic council.
3.	All departments should publish mid semester internals of students by 14 th March 2019.
4.	Class PTA may be conducted from 15 th march 2019, HoD's can decide a suitable date for conducting PTA after discussion with faculty advisor of respective class.
5.	Remedial classes for slow learners should be scheduled from 11 th March 2019, timings for remedial sessions are 4:30PM - 6:30 PM and 8:30 PM to 10:30 PM.

	Proper permission should be taken from concern authority in a prescribed format and attach a copy of it with self-appraisal form when asked.														
6.	An amount of ₹40,000 is allotted to each department for conducting national conference.														
7.	Faculty advisors should take care that students are not taking mobile phones to class room, surprise visits should confiscate mobile phones.														
8.	<p>Based on the DAC report in connection with the physical fight between 3rd & 4th year students on 01-03-2019, it was decided to suspended the following students with effect from 07/03/2019 FN.</p> <table> <tr> <td>1. ALLEN JOSEPH(S8CE)</td><td>-10 working days</td></tr> <tr> <td>2. AMAL GEORGE (S6 CE)</td><td>-7 working days</td></tr> <tr> <td>3. NOBLE C PHILIP (S6 ME)</td><td>-7 working days</td></tr> <tr> <td>4. BASIL IPE (S8 CE)</td><td>-7 working days</td></tr> <tr> <td>5. CHRISTY TOM ABRAHAM(S6ECE)</td><td>- 7 working days</td></tr> <tr> <td>6. YOHANNAN ELIAS(S8 CSE)</td><td>-7 working days</td></tr> <tr> <td>7. SHARON KOSHY VARGHESE(S8 CSE)</td><td>- 7 working days</td></tr> </table>	1. ALLEN JOSEPH(S8CE)	-10 working days	2. AMAL GEORGE (S6 CE)	-7 working days	3. NOBLE C PHILIP (S6 ME)	-7 working days	4. BASIL IPE (S8 CE)	-7 working days	5. CHRISTY TOM ABRAHAM(S6ECE)	- 7 working days	6. YOHANNAN ELIAS(S8 CSE)	-7 working days	7. SHARON KOSHY VARGHESE(S8 CSE)	- 7 working days
1. ALLEN JOSEPH(S8CE)	-10 working days														
2. AMAL GEORGE (S6 CE)	-7 working days														
3. NOBLE C PHILIP (S6 ME)	-7 working days														
4. BASIL IPE (S8 CE)	-7 working days														
5. CHRISTY TOM ABRAHAM(S6ECE)	- 7 working days														
6. YOHANNAN ELIAS(S8 CSE)	-7 working days														
7. SHARON KOSHY VARGHESE(S8 CSE)	- 7 working days														
 PRINCIPAL															

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

Minutes of Meeting

MBC/ADM/AC/2018/009

Academic Year : 2018-19		Date:27/02/2019	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C		Mr. Abraham K A	
Dr. Nirmala Joseph		Fr. Kuruvilla Perumal	
Dr. Anoop K J		Prof. Elias Janson K	
Prof. Annie Chacko Dr. Tina Joseph		Prof. Robins Anto	
Prof. Manoj Nallanathel		Prof. Rasmara S	
Dr. Roja Abraham Raju			
AGENDA			
1. Attendance shortages of students 2. Website 3. Conference and other events		4. Accreditation and other events 5. Remedial sessions 6. Other relevant matters	
S.No.	DISCUSSIONS & DECISIONS		
1.	HoD's of all departments, updated the status of attendance of each year students. All HoD's were asked to submit a detailed report of students who have less attendance at the earliest.		
2.	All faculty members should ensure that students are entering respective classes in proper uniform.		
3.	Students can wear half coat instead of full coat on Wednesdays until further orders are issued, due to present warm climate.		
4.	Students should either be at library or department, if they are not permitted to enter respective classes.		
5.	Faculties should cross check attendance entered in portal and their course register, report to concern authority if there is any miss match.		

No: MBC/AC/2019/09

Date: 05 March 2019

NOTICE

A meeting of Academic council members is scheduled at 02:00 PM in conference hall on 6th March 2019. Please make it convenient to attend.

Agenda

1. Relevant matters.

Copy to-


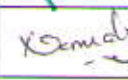


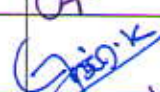





1. BURSAR
2. Dean (Academics, Students welfare)
3. HoD (CE, CSE, ECE, EEE, ME)
4. KTU Coordinator



PRINCIPAL

Minutes of Meeting

MBC/ADM/AC/2018/008

Academic Year : 2018-19		Date:20/02/2019	
Name of Facilitator: Principal		Time: 11.30 am – 1 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Eng. Roy V Vairamon Director		Fr. C John Chirathilattu Cor Episcopa	
Dr. Pradeep C		Mr. Abraham K A	
Dr. Nirmala Joseph		Fr. Kuruvilla Perumal	
Dr. Anoop K J		Prof. Elias Janson K	
Prof. Annie Chacko		Prof. Robins Anto	
Prof. Manoj Nallanathel		Prof. Rasmara S	
Dr. Roja Abraham Raju			

AGENDA

1. Relevant matters

S.N o.	DISCUSSIONS & DECISIONS
1.	Principal welcomed Director and Secretary Core Committee (GB) to Academic council meeting.
2.	Director and Secretary Core Committee (GB) addressed the section and discussed the importance of improving the quality of academics and research activities, for future development of our college.

PRINCIPAL

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

No: MBC/AC/2019/08

Date: 26 February 2019

NOTICE

A meeting of Academic council members is scheduled at Conference Hall on 27th February 2019 at 2:00 PM. Please make it convenient to attend.

Agenda

1. Attendance Shortage of students
2. Website
3. Conference and other events
4. Remedial Sessions
5. Other Relevant matters

Copy to-


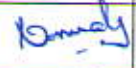








1. BURSAR
2. Dean (Academics, Students welfare)
3. HoD (CE, CSE, ECE, EEE, ME)
4. KTU Coordinator



PRINCIPAL

Minutes of Meeting

MBC/ADM/AC/2018/007

Academic Year : 2018-19		Date:13/02/2019	
Name of Facilitator: Principal		Time: 2.00 pm – 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C		Mr. Abraham K A	
Dr. Nirmala Joseph		Fr. Kuruvilla Perumal	
Dr. Anoop K J		Prof. Elias Janson K	
Prof. Annie Chacko		Prof. Robins Anto	
Prof. Manoj Nallanathel		Prof. Rasmara S	
Dr. Roja Abraham Raju			

AGENDA

1. Course Registration status

2. Other relevant matter

S.No.	DISCUSSIONS & DECISIONS
1.	HoD's of all departments, updated course registration status.
2.	Decided to publish student attendance by 15 th February 2019
3.	Motivate students to come up with start-ups from each department (at least one from each department)
4.	All Departments should identify its requirement, criteria wise and forward to management.
5.	Plan S8 project review after first series examination
PRINCIPAL	

Dr. PRADEEP C.
Principal
Mar Baselios Christian
College of Engineering & Technology
P.O. Peermade, Peermade-685 531

No: MBC/AC/2019/07

Date: 19th February 2019

NOTICE

A meeting of Academic council members is scheduled at conference hall on 20th February 2019 at 11.30 AM. Please make it convenient to attend.

Agenda

1. Relevant matters.

Copy to-


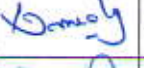








1. BURSAR
2. Dean (Academics, Students welfare)
3. HoD (CE, CSE, ECE, EEE, ME)
4. KTU Coordinator



PRINCIPAL

Minutes of Meeting

MBC / ADM / AC / 2018 / 006

Academic Year : 2018-19		Date: 06/02/2019	
Name of Facilitator: Principal		Time: 2.00 pm – 4 pm	
Meeting type: Scheduled		Venue: Principal's Room	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C		Mr. Abraham K A	
Dr. Nirmala Joseph		Fr. Kuruvilla Perumal	
Dr. Anoop K J		Prof. Elias Janson K	
Prof. Annie Chacko		Prof. Robins Anto	
Prof. Manoj Nallanathel		Prof. Rasmara S	
Prof. Manikandan S			

AGENDA

- | | |
|---|--|
| <ol style="list-style-type: none"> Semester & Course Registration Status Progress in Academic Activities National Conference | <ol style="list-style-type: none"> Monitoring effectiveness of faculty Advisory System Other relevant matter |
|---|--|

S.No.	DISCUSSIONS & DECISIONS
1.	HoD's of all departments, updated current semester registration status.
2.	University may publish results by first week of March.
3.	All faculty members who handle classes in S8 should complete entire modules before second series examination.
4.	All departments should submit proposal of national conference by fixing a tentative date.
5.	CFA & FA's should monitor students discipline strictly (Uniform)

No: MBC/AC/2019/06

Date: 12th February 2019

NOTICE

A meeting of Academic council members is scheduled at conference hall on 13th February 2019 at 2.00 PM. Please make it convenient to attend.

Agenda

1. Course Registration status
2. Other relevant matters.

Copy to-










1. BURSAR
2. Dean (Academics, Students welfare)
3. HoD (CE, CSE, ECE, EEE, ME)
4. KTU Coordinator



PRINCIPAL

Minutes of Meeting

MBC/ADM/AC/2018/005

Academic Year : 2018-19		Date:30/01/2019	
Name of Facilitator: Principal		Time: 2.00 pm – 4 pm	
Meeting type: Scheduled		Venue: Principal's Office	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C		Mr. Abraham K A	
Dr. Nirmala Joseph		Fr. Kuruvilla Perumal	
Dr. Anoop K J		Prof. Elias Janson K	
Prof. Annie Chacko		Prof. Robins Anto	
Prof. Manoj Nallanathel		Prof. Rasmara S	
Dr. Roja Abraham Raju			

AGENDA

- | | |
|---|---|
| <ol style="list-style-type: none"> Semester & Course Registration National Conference-coordinators DQAC list of members-Finalisation | <ol style="list-style-type: none"> Community services by Department Department Alumni Chapters-Faculty in Charge Other relevant matter |
|---|---|

S.No.	DISCUSSIONS & DECISIONS
1.	Take necessary actions to inform parents of those students who are absent in class till today. Registration will be open till 12 th of February, all students should complete registration, in order to attend regular class.
2.	Finalized list of DQAC members of all department.
3.	Dr. Anoop K J (Dean Academics) were assigned to convene a meeting of members from IQAC and DQAC of all departments to give awareness of NAAC accreditation and its procedures before 16 th February.
4.	Each department should organise a National Conference (at least one-day Program, with an inauguration and 2 sessions). Try to purchase a chapter in any good journal to publish the proceedings. Finalize coordinators and

No: MBC/AC/2019/05

Date: 05th February 2019

NOTICE

A meeting of Academic council members is scheduled at Principals office on 6th February 2019 at 02:00 PM Please make it convenient to attend.

Agenda

1. Semester & Course Registration Status
2. Progress in Academic Activities
3. National Conference
4. Monitoring effectiveness of faculty Advisory System
5. Other relevant matter

Copy to-






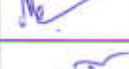



1. BURSAR
2. Dean (Academics, Students welfare)
3. HoD (CE, CSE, ECE, EEE, ME)
4. KTU Coordinator



PRINCIPAL

Minutes of Meeting

MBC/ADM/AC/2018/004

Academic Year : 2018-19		Date:23/01/2019	
Name of Facilitator: Principal		Time: 2.00 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C		Mr. Abraham K A	
Dr. Nirmala Joseph		Fr. Kuruvilla Perumal	
Dr. Anoop K J		Prof. Elias Janson K	
Prof. Annie Chacko		Prof. Robins Anto	
Prof. Manoj Nallanathel		Prof. Rasmara S	
Dr. Anoop T. R.		Dr. Roja Abraham Raju	

AGENDA

1. Semester & Course Registration
2. Academic Auditing

3. Functions of IQAC & DQAC
4. Other relevant matter

S.No.	DISCUSSIONS & DECISIONS
1.	Course registration procedure is modified- Registration form should be issued only to those students who have paid full fee. List of students who has fee due of each batch will be circulated from office. Those students should fill No Due Receipt . Submit the registration form and No Due Receipt to office on 12 th February.
2.	Make a revaluation result analysis and its comparison with previous result analysis need to be submitted by next week.
3.	Each faculty member should value minimum 75 papers (3 days) and maximum 100 papers (4 Days). Special permission from Principal is required if days are increased.



No: MBC/AC/2019/04

Date: 29th January 2019

NOTICE

A meeting of Academic council members is scheduled at Principals office on 30th January 2019 at 02:00 PM. Please make it convenient to attend.

Agenda

1. Semester & Course Registration
2. National Conference- coordinators
3. DQAC list of members- Finalisation
4. Community services by Department
5. Department Alumni Chapters- Faculty in Charge
6. Other relevant matter

Copy to-











1. BURSAR
2. Dean (Academics, Students welfare)
3. HoD (CE, CSE, ECE, EEE, ME)
4. KTU Coordinator



PRINCIPAL

Minutes of Meeting

MBC/ADM/AC/2018/003

Academic Year : 2018-19		Date:16/01/2019	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Pradeep C		Mr.Abraham K A	
Dr.Nirmala Joseph		Fr.Kuruvilla Perumal	
Dr.Anoop K J		Prof.Elias Janson . M	
Prof.Annie Chacko		Prof.Robins Anto	
Dr.Roja Abraham Raju		Dr.Chitra C V	
Prof.Rasmara S		Prof.Sijimol A S	

AGENDA

- | | |
|---------------------------------|---|
| 1. Academic Plan-Even Semester. | 5. Time Table finalisation-Even Semester. |
| 2. Invited Talks | 6. College and Hostel rules |
| 3. Value Added Courses | 7. Admission Process |
| 4. IQAC for 2019-20. | |

S.No.

DISCUSSIONS & DECISIONS

1.	Decided to start regular classes for even semesters on 28 th January 2019 as per the direction from APJAKTU. Registration of courses will be completed as per the rules and regulations of APJAKTU. All students must be instructed to clear their fee due, if any before starting the registration process.
2.	Decided to conduct Technical invited Talks (TiT) for all batches by utilising the internal resources, alumni and external experts. Prior financial sanction must be obtained through proper channel to meet the expenditure, if any. There should be a minimum two TiT/semester and 20 TiT/batch in 4 years. HoDs/CFAs have to make sure that the TiTs are conducted with topics of relevance that comes beyond the curriculum. A file must be maintained in the department to keep the details of TiTs.
3.	Decided to form department alumni associations and alumni members shall be invited to extend their support for various developmental activities of the department. An alumni visit register must be maintained in the department.
4.	Dr.Anoop K J is nominated as the new Coordinator of IQAC. Prof. Elias Janson will act as the Co-coordinator. IQAC for the year 2019-20 is approved and will occupy the new



4.	Student having course repeat and pending laboratory experiments need to do registration for the same before 12 th February. These is no additional fee for course repeat registration.
5.	Each department should form a DAQC as per norms circulated. The internal members of DQAC should be fully aware of process, contents, parameters and files of NAAC and NBA to be maintained in department.
6.	Internal Academic auditing will be scheduled immediately. Any interested faculty from DQAC can become auditor. Two auditors will be assigned for each department for internal auditing. Course files and Department files will be audited.
7.	On 16 th February there is an Expert lecture on NAAC accreditation, all faculty members should attend the same without fail. (All faculty members should read Institution Accreditation Manual for Affiliated Colleges and SSR once, before attending the lecture)
8.	Modified project guidelines will be send to HoD email, reply back with suggestion if any. Each department should form project review committee immediately.
9.	All departments try to conduct a National conference this semester. (At least One Day)
10.	All faculty meeting is scheduled on Monday 28 th January 2019 2:45 pm.
PRINCIPAL	

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

No: MBC/AC/2019/03

Date: 22nd January 2019

NOTICE

A meeting of Academic council members is scheduled at Conference Hall on 23rd January 2019 at 02:00 PM. Please make it convenient to attend.

Agenda

1. Semester & Course Registration
2. Academic Auditing
3. Functions of IQAC & DQAC
4. Other relevant matters.


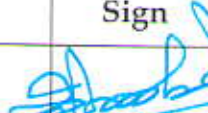
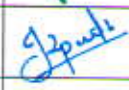







Copy to-

1. BURSAR
2. Dean (Academics, Students welfare)
3. HoD (CE, CSE, ECE, EEE, ME)
4. KTU Coordinator



PRINCIPAL

DBC/ADN/AC/2018/002

Academic Year : 2018-19		Date: 01/01/2019	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Pradeep C		Mr.Abraham K A	
Fr.Kuruvilla Perumal		Dr.Nirmala Joseph	
Prof.Annie Chacko		Prof.Elias Janson, K	
Prof.Robins Anto		Prof.Rasmara S	
Dr.Roja Abraham Raju		Dr. ANOOP.K.J	

AGENDA

1. Leave policy

2. FDP

3. General Discussion

S.No.

DISCUSSIONS & DECISIONS

1.	Attendance Register will be taken as first preference for calculating leaves. Should sign and update register regularly
2.	Permitted leave is now 12 number per staff, but restricted to 2 number per month, 3 rd PL in a month will be considered as half casual leave.
3.	Attendance register will be taken from department at 9:15 am and will be kept back only at 15:45 pm
4.	Introduced Dr. Anoop K J Dean Academics to the academic council.
5.	For PL, staff should update the PL register available with Principal / Bursar


PRINCIPAL

Dr. PRADEEP C.
Principal
Mar Basilio's Christian
College of Engineering & Technology
P.O. Pallikkunnu, Peermade-686 130



Mar Basilio's Christian College of Engineering
and Technology

Kuttikanam, Peermade – 685531

Academic Council

Format No.	GOV : D3.4
Rev. No.	00
Date	01/11/2017
Page	2 of 27

	office in the ground floor. Dr. Annop briefed about NAAC accreditation process schedule of MBC CET. Decided to conduct a One day seminar on New Guidelines for NAAC accreditation on February 9 th 2019.
5.	Prof. Rasmara and Prof. Roja narrated the progress of 2019 admission process and scholarship exam. Decided to organise various programs for public at Kattappana, Kottayam and Pathanamthitta.
6.	Decided to follow the existing college and hostel rules without any modifications.
PRINCIPAL	

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

No: MBC/AC/2019/02

Date: 14th January 2019

NOTICE

A meeting of Academic council members is scheduled at Conference Hall on 16th January 2019 at 02:00 PM. Please make it convenient to attend.

Agenda

1. Academic Plan- Even Semester (Regular class, I V, Invited Talks etc.)
2. Value Added courses and Association Meeting
3. Other relevant matters.

Copy to-

1. BURSAR
2. Dean (Academics, Students welfare)
3. HoD (CE, CSE, ECE, EEE, ME)
4. KTU Coordinator



PRINCIPAL