



**Mar Baselios Christian College of Engineering
and Technology**
Kuttikanam, Peermade – 685531
Academic Council

Format No.	GOV : D3.4
Rev. No.	00
Date	01/11/2017
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MBC/ADM/AC-N/2020/048

29/12/2020

NOTICE

A meeting of the academic council is scheduled on 30.12.2020, Wednesday, at 03.00 PM by online video conferencing. All members of the council are requested to attend.

Agenda for the meeting

1. Discussion of previous meeting minutes and the Action Taken Report.
2. NAAC Peer Visit.
3. Contact classes of Seventh semester in Covid -19 protocol.
4. Students stay in hostel in Covid-19 protocol.
5. Progress of STEM program.
6. Module test of S7 through Offline mode.
7. Progress of Placement activities.
8. Submission of Project Proposals for funding (continuation).
9. Any other matters

All members of the council are requested to attend the meeting. The link is given below

<https://meet.google.com/nhc-dbjt-tbv>

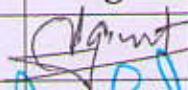











Principal

Copy to-

1. Director
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3. Bursar
4. Students Advisor
5. Dean student's welfare
6. Dean Academics
7. All HoD's CE, CSE, ECE, EEE, ME
8. KTU faculty coordinator

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No: MBC/ ADM/ AC/2020/048 **Minutes of Meeting**


Academic Year: 2020-21		Date: 30/12/2020	
Name of Facilitator: Principal		Time: 3.00 PM –4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.K. Jayaraj	
Mr. K. A. Abraham		Er. Eldose Saju	
Dr. Anoop K. J.		Er. C R Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Prof. Robins Anto		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report.	6. Module test of S7 through Offline mode.
2. NAAC Peer Visit.	7. Progress of Placement activities.
3. Contact classes of Seventh semester in Covid -19 protocol.	8. Submission of Project Proposals for funding (continuation).
4. Students stay in hostel in Covid-19 protocol.	9. Any other matters
5. Progress of STEM program	

S.No	DECISIONS
1.	AG1- In the admission counselling process, a total of 185 students had joined in Govt., Management, and NRI Quotas till December 30, 2020.
2.	AG2- All the faculty members should be present in the college from January 4, 2021, for completing the work related to NAAC Peer Team Visit.
3.	AG3- The contact class of S7 starts on 4 January 2021. So all the students should mark their temperature readings in front of the Security room and should wear a mask and use the sanitizer, before entry into the Classroom and Laboratory. Students should keep social distance in the class and laboratory. The classes in the morning session are from 9 am to 12.30 pm and the afternoon session is from 1.30 pm to 3.30 pm on all working days.

4.	<p>AG4-The students who are staying in the hostel is limited to one per room, due to this pandemic situation.</p> <p>The study time in the hostel is modified as</p> <p>Morning - 6.30 am to 7.30 am</p> <p>Evening- 6.30 pm to 7.30 pm & 8 pm to 11 pm</p>
5.	AG5-Prof Lijosh Mathews updated the STEM program in detail.
6.	<p>AG 6- The module test of S7(EEE, ECE, and CSE) will start on 7th January 2021 through offline mode due to their placement drive on 5th and 6th January 2021. For others, it starts on 5th January 2021. Also module test of S5, S3, S1 starts on 5th January 2021 through online mode.</p> <p>The offline module test of each subject will be conducted from 9 am to 10 am daily.</p>
7.	<p>AG7-Er.C R Thomas has updated the placement activities in detail.</p> <p>(1).3 students (from the 2020 batch) have qualified in the Preliminary round in PITS Solutions</p> <p>(2).15 students were placed in Sutherland through a virtual campus drive.</p> <p>(3). 2 students from the CSE department were placed in TCS</p> <p>(4).6 students (from the 2020 batch) were attended Tech Mahindra.</p> <p>The company, Strokx will come and recruit the students from CSE, ECE, and EEE on 5th and 6th January 2021.</p> <p>The Full Creative placement drive is scheduled on 8th January 2021 through online mode.</p> <p>The company, 6D Technologies will recruit the students at the College of Engineering, Munnar scheduled tentatively on January or February 2021.</p> <p>The company, Wipro recruits the students scheduled tentatively on 18 to 23 January 2021.</p>
8.	AG 8- Decided to modify the projects in all departments for funding.
9.	AG 9 (1) -Decided that all departments can apply the funding to the MODROB scheme of AICTE for modernizing the laboratory

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10.	AG9(2)-Since we have only less than 50% of the total intake in the 7th-semester, all students have to attend the regular class and permitted them placement preparation on Saturdays.
11.	AG9(3)-Decided to assign a faculty in charge of data uploading of NIRF from the ECE department.

ACTION TAKEN REPORT

- 1.Started the first year induction programme.
- 2.Suspended the online classes due to election on 10th and 14th December 2020.
- 3.Started the STEM programme under the monitor of Prof.Lijosh Mathews in an effective manner.
- 4.Improving the P&T activities.



PRINCIPAL

The next Academic Council is postponed to next week (13/01/2021)



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MBC/ADM/AC-N/2020/047

15/12/2020

NOTICE

A meeting of the academic council is scheduled on 16.12.2020, Wednesday, at 03.00 PM by online video conferencing. All members of the council are requested to attend.

Agenda for the meeting

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Stock Verification in Library by Lab faculty.
3. Discussion about Revised schedule of KTU
4. Progress of STEM program
5. Christmas Vacation
6. Submission of Project Proposals for funding (continuation).
7. Any other matters

All members of the council are requested to attend the meeting. The link is given below

<https://meet.google.com/nhc-dbjt-tbv>


Principal

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Academic Year: 2020-21		Date: 16/12/2020	
Name of Facilitator: Principal		Time: 3.00 PM -4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.K. Jayaraj	
Mr. K. A. Abraham		Fr. Eldose Saju	
Dr.Anoop K. J,		Er. C R Thomas	
Dr.Nirmala Joseph		Prof. Elias Janson K	
Prof. Robins Anto		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof.Resmara S.	
Prof.Manikandan S			

AGENDA

- | | |
|--|--|
| 1. Discussion of previous meeting minutes and the Action Taken Report. | 5. Christmas Vacations |
| 2. Stock Verification in Library by Lab faculty. | 6. Submission of Project Proposals for funding (continuation). |
| 3. Discussion about Revised schedule of KTU | 7. Any other matters |
| 4. Progress of STEM program | |

S.No	DECISIONS
1.	AG1- In the admission counselling process, a total of 183 students had joined in Govt., Management, and NRI Quotas till 15 December 2020.
2.	AG2- Decided that the Stock verification in library by lab faculties will continue on 17 December, 2020 onwards.
3.	AG3- KTU had published the revised schedule of contact classes of this current semester in detail. The contact class of S7 starts on 4 January, 2020.
4.	AG4-Prepared the short video of STEM and had circulated to the Co-ordinator's and Principal's of schools.
5.	AG 5- The college shall remain closed for Christmas Holidays from 19 December 2020 to 27 December 2020 and will be reopen on 28 December 2020. All non- teaching staff shall be present in the college from 28 December 2020.

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6.	AG 6- Decided to modify the projects in all departments for funding.		
7.	AG 7 (1) -Decided that the module test 1 of S1, and Module test 5 of S7, S5, and S3 will start on 4, 5, 6 January, 2021. The examinations of S7 will be conduct through offline mode.		
		 PRINCIPAL	



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MBC/ADM/AC-N/2020/046

07/12/2020

NOTICE

A meeting of the academic council is scheduled on 9.12.2020, Wednesday, at 03.00 PM by online video conferencing. All members of the council are requested to attend.

Agenda for the meeting

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Plan for the second series test of Minor.
3. Review of the Induction Programme of First year students.
4. Stock Verification in Library by Lab faculty.
5. Discussion about Revised schedule of KTU
6. Submission of Project Proposals for funding (continuation).
7. Any other matters

All members of the council are requested to attend the meeting. The link is given below

<https://meet.google.com/nhc-dbjt-tbv>


Principal

Copy to-

1. Director
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8. KTU faculty coordinator



Mar Baselios Christian College of Engineering
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Kuttikanam, Peer made - 685531

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No: MBC/ADM/AC/2020/046 **Minutes of Meeting**

Academic Year: 2020-21		Date: 9/12/2020	
Name of Facilitator: Principal		Time: 3.00 PM -4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Er. Eldose Saju	
Dr. Anoop K. J.		Er. C R Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Prof. Robins Anto		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

- | | |
|--|--|
| 1. Discussion of previous meeting minutes and the Action Taken Report. | 5. Discussion about Revised schedule of KTU |
| 2. Plan for the second series test of Minor. | 6. Progress of STEM program |
| 3. Review of the Induction Programme of First year students. | 7. Submission of Project Proposals for funding (continuation). |
| 4. Stock Verification in Library by Lab faculty. | 8. Any other matters |

S.No	DECISIONS
1.	AG1- In the admission counselling process, a total of 184 students had joined in Govt., Management, and NRI Quotas till 9 December 2020.
2.	AG2- Decided to postpone the second series test of Minor.
3.	AG3- The Induction program of the first-year students conducted smoothly.
4.	AG4- Decided to postpone the Stock Verification in Library by Lab faculty to the next week.
5.	AG 5- KTU had published the revised schedule of contact classes of this current semester in detail. The contact classes of S7, S5, S3, and S1 will start on 28 December 2020, 11 January 2021, 01 February 2021, and 01 March 2021, as per the KTU schedule.
6.	AG 6-Prof. Lijosh Mathews, Co-ordinator of the STEM, had elaborated the progress of the STEM Programme in detail. Lab faculties have to visit schools to describe the



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activities of STEM for encouraging students to join the program.

7. AG 7- Decided to modify the projects in all departments for applying for funding.

AG 8 (1) -

- 8.
1. Strokx, a start-up company based in Cochin will recruit the students from CSE, EEE, and ECE on 28 and 29 December 2020.
 2. Sutherland, a non-technical company is ready to recruit our students on 21 December 2020, by online mode.
 3. A Dubai based company, IYYM, will recruit the students from ME and EEE.

9. AG 8 (2)-Decided to support 75% of the membership fee for any faculty who join a society like IEEE from the department fund.


PRINCIPAL

MBC/ADM/AC-N/2020/045

01/12/2020

NOTICE

A meeting of the academic council is scheduled on 2.12.2020, Wednesday, at 03.00 PM by online video conferencing. All members of the council are requested to attend.

Agenda for the meeting

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Submission of the consolidated mark sheet of series 2 and module test3.
3. Plan for the Remedial class on the basis of module test 3.
4. Status of the coverage of syllabus.
5. Plan for the second series test of Minor.
6. Progress of the Induction Programme of First year student.
7. Stock Verification in Library by Lab faculty.
8. Submission of Project Proposals for funding (continuation).
9. Any other matters

All members of the council are requested to attend the meeting. The link is given below

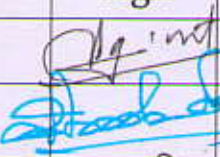


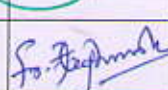
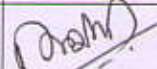






<https://meet.google.com/nhc-dbjt-tbv>

Principal

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8. KTU faculty coordinator

No: MBC/ADM/AC/2020/045 Minutes of Meeting

Academic Year: 2020-21		Date: 2/12/2020	
Name of Facilitator: Principal		Time: 3.00 PM -4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Fr. Eldose Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Prof. Robins Anto		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

<ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Submission of the consolidated mark sheet of series 2 and module test3. 3. Plan for the Remedial class on the basis of module test 3. 4. Status of the coverage of syllabus. 5. Plan for the second series test of Minor. 6. Progress of the Induction Programme of First year student. 	<ol style="list-style-type: none"> 7. Stock Verification in Library by Lab faculty. 8. Submission of Project Proposals for funding (continuation). 9. Any other matters
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S.No	DECISIONS
1.	AG1- In the admission counselling process, a total of 186 students had joined in Govt., Management, and NRI Quotas till 1 December 2020.
2.	AG2- Decided that all faculty should submit the consolidated mark sheet of series 2 and module test 3 by this week.
3.	AG3- Decided that all faculty should start the remedial sessions based on oral examination.
4.	AG4- HOD's updated the status of the coverage of portion from the syllabus.



Mar Basilio Christian College of Engineering
and Technology
Educational Services Division
Academic Council

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AC 2-1: To state the reason why the student is being removed from the school.

AC 2-2: To state the reason why the student is being removed from the school.

AC 2-3: To state the reason why the student is being removed from the school.

AC 2-4: To state the reason why the student is being removed from the school.

AC 2-5: To state the reason why the student is being removed from the school.

ACTION TAKEN REPORT

1. The student is being removed from the school.

2. The student is being removed from the school.

3. The student is being removed from the school.

PRINT NAME



Mar Baselios Christian College of Engineering and Technology

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5.	AG 5- Decided to start the second series examination of the minor by 10 December 2020.
6.	AG 6-The induction program of the first-year students is going smoothly
7.	AG 7- Decided to postpone the stock verification in Library by Lab faculty to next week.
8.	AG 8- Decided to revise the projects presented by all departments for funding.
9.	AG9 (1)-Decided to suspend the online classes on 10 and 14 December 2020, if any student has a right to vote (Age \geq 18) for the election.

ACTION TAKEN REPORT

1. Remedial sessions were started.
2. All HODs were completed the internal audit.
3. Departments were started the students database in excel.

PRINCIPAL



Mar Baselios Christian College of Engineering and Technology

Kuttikanam, Peermade – 685531

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MBC/ADM/AC-N/2020/044

24/11/2020

NOTICE


A meeting of the academic council is scheduled on 25.11.2020, Wednesday, at 02.00 PM by online video conferencing. All members of the council are requested to attend.

Agenda for the meeting

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Update the status of the admission counselling process.
3. Status of Remedial class.
4. Status of internal e-audit.
5. Clarification of First year student's attendance.
6. Discussion about the defects of student database for analysis.
7. Progress of STEM.
8. Submission of Project Proposals for funding (continuation).
9. Send-off to Student's Advisor, Rev.Fr.Kuruvilla Perumal Chacko
10. Notice-The Director will be meeting to all faculty in each department separately on 30 November 2020.
11. Any other matters


All members of the council are requested to attend the meeting. The link is given below

<https://meet.google.com/nhc-dbjt-tbv>

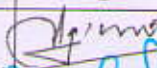


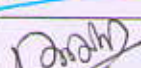






Principal

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No: MBC/ADM/AC/2020/044 **Minutes of Meeting**

Academic Year: 2020-21		Date: 25/11/2020	
Name of Facilitator: Principal		Time: 2.00 PM -3.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.K. Jayaraj	
Mr. K. A. Abraham		Fr. Kuruvila Perumal Chacko	
Dr. Anoop K. J.		Mr. C R Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Prof. Robins Anto		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

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|---|--|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the admission counselling process. 3. Status of Remedial class. 4. Status of internal e-audit. 5. Clarification of First year student's attendance. 6. Discussion about the defects of student database for analysis. 7. Progress of STEM. 8. Submission of Project Proposals for funding (continuation). | <ol style="list-style-type: none"> 9. Send-off to Student's Advisor, Rev.Fr.Kuruvilla Perumal Chacko 10. Notice - The Director will be meeting all faculty in each department separately on 30th of Nov 2020. 11. Any other matters |
|---|--|

S.No	DECISIONS
1.	AG2- In the admission counseling process, a total of 187 students had joined in Govt, Management, and NRI Quotas till 25 November 2020.
2.	AG3- The remedial classes of all batches were started.
3.	AG4-All internal auditors should send the report of e-audit to Dean-Academics as early as possible.
4.	AG 5- Mr.Deepu Jacob were sorted -out the attendance of first year students.



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| 5. | AG 6-Er. C R Thomas had discussed the defects of student database for analysis. All HoDs should update the database sheet with the first series results of current semester. |
| 6. | AG 7- Prof.Lijosh Mathews,Coordinator of STEM ,had discussed the background activities involved in STEM in detail. |
| 7. | AG 8- Decided to modify the projects in all departments for funding. |

PRINCIPAL



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MBC/ADM/AC-N/2020/043

17/11/2020

NOTICE


A meeting of the academic council is scheduled on 18.11.2020, Wednesday, at 03.00 PM by online video conferencing. All members of the council are requested to attend.

Agenda for the meeting

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Update the status of the admission counselling process.
3. Submission of Consolidated mark sheet of module test 2.
4. Status of Remedial class.
5. Status of internal e-audit.
6. Review of first year regular class.
7. Status of Student's attendance.
8. Progress of NAAC Peer Visit.
9. Discussion about the placement activities.
10. Submission of Project Proposals for funding (continuation).
11. Any other matters

All members of the council are requested to attend the meeting. The link is given below

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No: MBC/ADM/AC/2020/043 **Minutes of Meeting**

Academic Year: 2020-21		Date: 18/11/2020	
Name of Facilitator: Principal		Time: 15.00 PM - 16:30 PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Fr. Kuruvila Perumal Chacko	
Dr. Anoop K. J.		Mr. C R Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Prof. Robins Anto		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			


AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Update the admission counselling process.
3. Submission of Consolidated mark sheet of module test 2.
4. Plan of Remedial class.
5. Status of internal e-audit.
6. Review of first year regular class.
7. Status of Student's attendance.
8. Progress of NAAC Peer Visit.
9. Discussion about the placement activities.
10. Submission of Project Proposals for funding (continuation).
11. Any other matters

S.No

DECISIONS

1.	AG2- In the admission counselling process, a total of 186 students had joined in Govt, Management and NRI Quotas till 17 November 2020.
2.	AG3- All HODs should submit the consolidated mark sheet of module test 2 by this week.

3.	AG4- The remedial classes of all classes were started.
4.	AG 5- The internal e-audit in all departments is continued in an effective manner.
5.	AG6- The first year students have been attending the regular classes in a smooth manner.
6.	AG 7- Decided that Mr.Deepu Jacob, System Administrator will be solve the attendance issues of first year students.
7.	AG 8- NAAC Peerr Visit team didn't mention the dates to visit. So the faculty members will do the pending work after complete the e-audit.
8.	<p>AG9- Er. C R Thomas, Dean -Placement and Co-operate Relations, had discussed the placement activities and student's participation in detail.</p> <p>The scheduled activities of placement those which were not conducted in between November 9 and 14, due to the inconveniences of faculty and students, is rescheduled to first week of December 2020.</p> <p>Faculty those who are handling the placement activities on Saturday (21-11-2020), may avail one-day Work at Home facility.</p> <p>KTU have taken actions towards placing eligible students under various colleges and have received positive responses from companies such as Speridian, PIT Solutions and Mahendra.</p>
9.	AG 10- Project idea presentation is continued effectively in all departments.
10.	AG 11(1)- Decided that the second series of S5 and S7 and module test 3 of S3 will start on 26,27,and 30 November 2020.
 PRINCIPAL	



**Mar Baselios Christian College of Engineering
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Kuttikanam, Peermade – 685531

Academic Council

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MBC/ADM/AC-N/2020/042

10/11/2020

NOTICE

A meeting of the academic council is scheduled on 11.11.2020, Wednesday, at 03.00 PM by online video conferencing. All members of the council are requested to attend.

Agenda for the meeting

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Update the status of the admission counselling process.
3. Submission of the data sheet of all students for analysis.
4. Consolidated mark sheet submission of module test 2.
5. Plan for Remedial class.
6. Plan for first year regular class.
7. NAAC Peer Visit.
8. Update the status of placement training.
9. Submission of Project Proposals for funding (continuation).
10. Any other matters

All members of the council are requested to attend the meeting. The link is given below

<https://meet.google.com/nhc-dbjt-tbv>

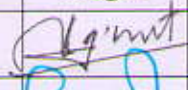



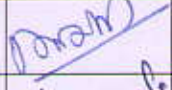


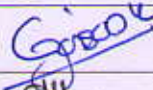






Principal

Copy to-

1. Director
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3. Bursar
4. Students Advisor
5. Dean student's welfare
6. Dean Academics
7. All HoD's CE, CSE, ECE, EEE, ME
8. KTU faculty coordinator

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No: MBC/ ADM/ AC/2020/042 **Minutes of Meeting**

Academic Year: 2020-21		Date: 11/11/2020	
Name of Facilitator: Principal		Time:15.00 PM -16:30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.K. Jayaraj	
Mr. K. A. Abraham		Fr. KuruvilaPerumal Chacko	
Dr. Anoop K. J.		Mr. C R Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Prof. Robins Anto		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA


- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the admission counselling process. 3. Submission of the data sheet of full pass students for analysis. 4. Consolidated mark sheet submission of module test 2. 5. Plan of Remedial class. | <ol style="list-style-type: none"> 6. Plan for first year regular class. 7. NAAC Peer Visit 8. Update the status of placement training Submission of Project Proposals for funding (continuation). 9. Any other matters. |
|--|--|

S.No	DECISIONS
1.	AG2- In the admission counselling process, a total of 185 students had joined in Govt, Management and NRI Quotas till 11 November 2020.
2.	AG3- Submitted the datasheet of full pass students to Mr C R Thomas, Dean, Placement, and Corporate Relations on 10 November2020, for analysis.
3.	AG4- Decided to submit the consolidated mark sheet of module test2 after the test.
4.	AG 5- Decided to start the remedial class for students, after the module test2. All HODs should prepare a timetable to it.

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5.	AG6- Decided that the regular classes of the first year should start on 16th November 2020 from 9 am to 2.20 pm as per the timetable. So all CFA should inform it to students and subject teachers.
6.	AG 7- The NAAC Peer Visit team didn't mention the dates to visit, So waiting for the date.
7.	AG 8- Mr. C R Thomas, Dean, Placement, and Corporate Relations had discussed the placement activities and student's participation in detail..
8.	AG 9- Project idea presentation is continued effectively in all departments.
9.	AG 10(1)- Decided that faculties may download the subject wise consolidated student's attendance from the Campus Management System and upload it to Google classroom, for the e-audit.

ACTION TAKEN REPORT

1	A circular is been issued to all first year students, stating the commencement of regular classes on 16 November 2020
 PRINCIPAL	

MBC/ADM/AC-N/2020/041

03/11/2020

NOTICE

A meeting of the academic council is scheduled on 04.11.2020, Wednesday, at 03.00 PM by online video conferencing. All members of the council are requested to attend.

Agenda for the meeting

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Update the status of the admission counselling process.
3. Submission of the data sheet of full pass students for analysis.
4. Plan of Remedial action.
5. NAAC Peer Visit
6. Plan for the internal audit.
7. Submission of Project Proposals for funding (continuation).
8. Attendance report sending.
9. Any other matters

All members of the council are requested to attend the meeting. The link is given below

<https://meet.google.com/nhc-dbjt-tbv>

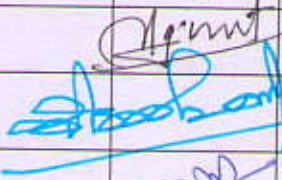

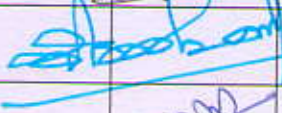
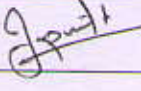
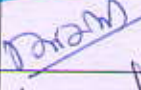
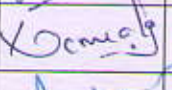


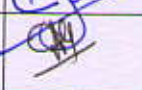




Principal

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4. Students Advisor
5. Dean student's welfare
6. Dean Academics
7. All HoD's CE, CSE, ECE, EEE, ME
8. KTU faculty coordinator

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No: MBC/ADM/AC/2020/041 **Minutes of Meeting**

Academic Year: 2020-21		Date: 04/11/2020	
Name of Facilitator: Principal		Time: 15.00 PM - 16:30 PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Fr. Kuruvila Perumal Chacko	
Dr. Anoop K. J.		Mr. C R Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Prof. Robins Anto		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

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| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the admission counselling process. 3. Submission of the data sheet of full pass students for analysis. 4. Plan of Remedial action. 5. NAAC Peer Visit 6. Plan for the internal audit. | <ol style="list-style-type: none"> 7. Submission of Project Proposals for funding (continuation). 8. Attendance report sending. 9. Any other matter. |
|---|---|

S.No	DECISIONS
1.	AG2- In the admission counselling process, a total of 194 students had joined in Govt., Management and NRI Quotas till 4 th November 2020.
2.	AG3- Decided that all HoDs must submit the data sheets of all students, circulated by Dean Academic, on 10 th November 2020. <i>submitted.</i>
3.	AG 4- Decided to start the remedial class for students, after the module test2.
4.	AG 5- Decided to conduct a meeting of all criteria heads, to do the NAAC pending works on this week, and to include Principal in all NAAC meetings.

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5.	AG 6- Decided to conduct an e-audit of this current semester on this week.
6.	AG 7- Project idea presentation is continued effectively in all departments.
7.	AG 8- Decided that all faculties should update the attendance of the students in a regular manner, without fail. Failing will be treated as absence of the teacher.
8.	AG 9 (1) - The foundation classes of first year is continued in an effective manner.
9.	AG 9 (2) - Decided that the regular classes of first year will commence on 16 th November 2020 instead of the date (30 th November) announced by KTU.



PRINCIPAL



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MBC/ADM/AC-N/2020/040

27/10/2020

NOTICE


A meeting of the academic council is scheduled on 28.10.2020, Wednesday, at 03.00 PM by online video conferencing. All members of the council are requested to attend.

Agenda for the meeting

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Update the KTU Supplementary examination.
3. Update the admission counselling process.
4. First Series Examination (third semester)– Progress and Consolidated mark sheet submission
5. Remedial action of third semester.
6. Submission of Project Proposals for funding (continuation).
7. Any other matters

All members of the council are requested to attend the meeting. The link is given below

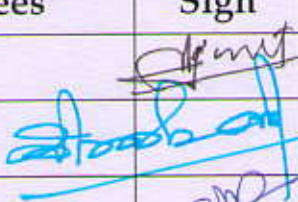


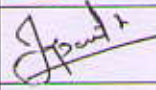

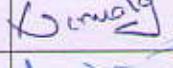


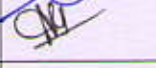



<https://meet.google.com/nhc-dbjt-tbv>


Principal

Copy to-

1. Director
2. Principal file
3. Bursar
4. Students Advisor
5. Dean student's welfare
6. Dean Academics
7. All HoD's CE, CSE, ECE, EEE, ME
8. KTU faculty coordinator

No: MBC/ADM/AC/2020/040 **Minutes of Meeting**

Academic Year: 2020-21		Date: 28/10/2020	
Name of Facilitator: Principal		Time: 15.00 PM - 16:30 PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Fr. Kuruvila Perumal Chacko	
Dr. Anoop K. J.		Mr. C R Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Prof. Robins Anto		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

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|---|--|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the KTU Supplementary examination. 3. Update the admission counselling process. 4. First Series Examination (3rd semester) – Progress and Consolidated mark sheet submission. 5. Remedial action plan of 3rd semester. | <ol style="list-style-type: none"> 6. Submission of Project Proposals for funding (continuation). 7. Any other matter. |
|---|--|

S.No


DECISIONS

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|----|---|
| 1. | AG1- Decided to fill the excel sheets of full pass students, circulated by Dean Academic, and should submit on 3 rd November. |
| 2. | AG2- Decided to check the students, those who are coming to write the supplementary examinations before entering the college. |
| 3. | AG 3- In the admission counseling process, 37 students had come and submitted the documents to the college office on 28 th October, and eight students had to get permission for virtual counseling. |
| 4. | AG 4- Submitted the consolidated mark list of the first series examination of S3 to the principal through e-mail |

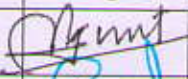




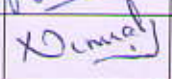







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5.	AG 5- Decided to start the remedial class for students, after the second module test.
6.	AG 6- Project idea presentation will start on next week onwards.
7.	AG 7(1) - The e-audit is scheduled from 27-10-2020 to 4-11-2020, and the reports should be uploaded to the KTU site on 10-11-2020.
8.	AG 7 (2) - Decided that students should come to the college and write an undertaking letter, those who fail to remit the semester fees
9.	AG 7 (3) - Decided to change the time of online classes from 9 am to 2.30 pm and punching time is scheduled as before 10am and after 3 pm, due to the NACC peer visit on Nov 23 and 24.
 PRINCIPAL	

No: MBC/ADM/AC/2020/039 Minutes of Meeting

Academic Year: 2020-21		Date: 21/10/2020	
Name of Facilitator: Principal		Time: 15.00 PM - 16:30 PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Fr. Kuruvila Perumal Chacko	
Dr. Anoop K. J.		Mr. C R Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Prof. Robins Anto		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Dr. Roja Abraham Raju			


AGENDA

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Objectives of college and means to achieve it (continuation) 3. First Series Examination – Progress and Consolidated mark sheet submission 4. Remedial Action- Status | <ol style="list-style-type: none"> 5. Department Budget- Action Planned in departments- Status 6. STEM – Review about meeting held on 17th October 2020 7. Submission of Project Proposals for funding (continuation) 8. Any other matter |
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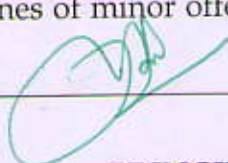
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DECISIONS

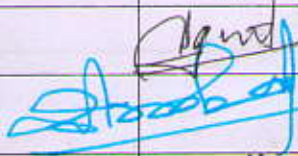

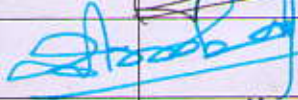
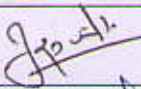

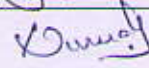





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| <ol style="list-style-type: none"> 1. 2. 3. 4. | <p>AG2- All HoD's should direct concerned CFA's to fill the excel sheets circulated by Dean Academic, which requires details about student's mark obtained from schooling to present semester, as early as possible. These data's will be used to analyse student performance</p> <p>AG 3- All HoD's should submit the consolidated mark sheet of S5 and S7 Me to Principal by 22nd October and S3 by 27th October.</p> <p>AG 4- Decided to start remedial actions after 2nd Module test as student's performance is not distinguishable by online written examination.</p> <p>AG 5- Prepare department budget, considering all expenses to be met in department and submit the same to Principal for approval.</p> |
|--|---|

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5.	AG 6- Lijosh Sir briefed about the meeting of the STEM executive committee meeting and the activities.
6.	AG 7- Project idea presentation is continued effectively in all departments.
7.	AG 8 (1) - Counselling will start from 24th October and ends on 31st October as per schedule from the entrance Commissioner.
8.	AG 8 (2) - Decided to purchase a Gmail email id for conducting placement related classes, as the free version of Google meets reduced its user count to 100.
9.	AG8 (3) - HoDs of all departments are directed to give the requirement of textbooks and reference text to the library.
10.	AG 8 (4) - Decided to purchase 2 writing boards for each department for taking online live classes for Maths related subjects.
11.	AG 8 (5)- Decided that all the department should follow the guidelines of minor offered by the University.


PRINCIPAL

No: MBC/ ADM/ AC/2020/035 **Minutes of Meeting**

Academic Year: 2020-21		Date: 23/09/2020	
Name of Facilitator: Principal		Time: 14.00 PM - 16:30 PM	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Fr. Kuruvila Perumal Chacko	
Prof. Elias Janson K		Dr. Nirmala Joseph	
Dr. Anoop K. J.		Prof. Robins Anto	
Prof. Annie Chacko		Dr. Manoj Nallanathel	
Prof. Resmara S.		Dr. Roja Abraham Raju	

AGENDA

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|--|---|
| 1. Discussion of previous meeting minutes and the Action Taken Report. | 5. Finalize date of commencement of First Year Foundation courses |
| 2. Objectives of college and means to achieve it | 6. Submission of Project Proposals for funding |
| 3. Admission Helps Desk at various schools in nearby district | 7. Any other matter |
| 4. Various Scholarship Schemes for students | |

S.No.

DECISIONS

1.	AG2- Management has constituted a team to analyse the existing teaching-learning process and will share its findings.
2.	AG 3- Decided to open an admission help centre at selected schools of the nearby district. The admission coordinator will prepare a duty list for the same.
3.	AG 4- HoD will share the details about the various scholarship to students and encourage eligible students to apply for scholarships.
4.	AG 5- Foundation courses for first-years will commence from 5th October. Dean Academics will prepare a timetable for the same.
5.	AG 6- HoD's briefed the status of Project Idea Presentation held in respective department.



Mar Baselios Christian College of Engineering and Technology

Kuttikanam, Peer made - 685531

Academic Council

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6.


AG 7(1)- Decided to suspend classwork for a week, in order to improve the results of around 400 students who are writing the second-semester supplementary examination from 29th September to 9th November 2020. This period may be utilized by the students to prepare for the exam. The lost working days will be compensated by conducting classes on Saturdays. Module test -1 can be scheduled during this period for the subject that has not been conducted.


PRINCIPAL



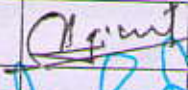
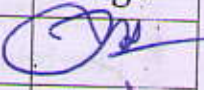

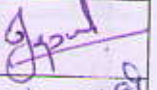
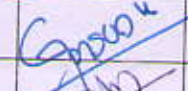
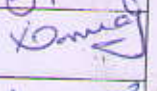



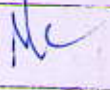


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S.No.	ACTION TAKEN REPORT
1.	Classwork is suspended from 28th Monday to 1st Thursday in view of upcoming supplementary examination, lost working days will be compensated by conducting classes on Saturdays
	 PRINCIPAL

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No: MBC/ADM/AC/2020/033 **Minutes of Meeting**

Academic Year: 2020-21		Date: 09/09/2020	
Name of Facilitator: Principal		Time: 15.00 PM - 16:00 PM	
Meeting Type: Scheduled		Venue: Online Video Conferencing	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Fr. Kuruvila Perumal Chacko	
Prof. Elias Janson K		Dr. Nirmala Joseph	
Dr. Anoop K. J.		Prof. Robins Anto	
Prof. Annie Chacko		Dr. Manoj Nallanathel	
Prof. Resmara S.		Dr. Roja Abraham Raju	

AGENDA

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Pending Course Registration of S3, S5, S7 3. Supplementary examination from 9th September 4. Substitution of in charges for NAAC accreditation against the relieved persons 5. Progress- special coaching syllabus preparation 8th to 12th Standard Students | <ol style="list-style-type: none"> 6. Objectives of college and means to achieve it <ol style="list-style-type: none"> a. Result b. Teaching c. Research d. Extracurricular activities 7. Submission of Project Proposals for funding 8. Any other matter |
|---|---|

S.No.

DECISIONS

1.	AG2- Almost all students have completed course registration, only a few left. A few students were allowed to pay the fees on an extended date.
2.	AG 3- Supplementary Examination has started in offline mode.
3.	AG 4- Instead of Rojin Mathews (ME), Libin V Korah (ME) is assigned, Mervin (CE) in place of Dr. Chitra (CE), Dr. Teena (CSE) will be replaced by Tomina (EEE) in NAAC committees. Dr. Anoop will make all arrangements for the smooth functioning of the NAAC Accreditation process.
4.	AG 5- Work has been distributed equally among all members of the committee, to study existing CBSE and State syllabus along with the KEAM syllabus.

5. AG 6- Monitor attendance strictly, do not give any considerations for students who don't deserve it. Divide students to fast learners, medium learners, and slow learners. Individual attention to slow learners to improve them. The list of students of each class according to the classification mentioned above to be submitted by next week course wise (Subject wise).
6. AG 7- Each department may take the initiative to present the project idea from next week in the presence of the Principal
7. AG 8(1)- Take feedback from first-year management quota students who are attending the bridge course. Feedback may help the faculty.



PRINCIPAL



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The Eastern Orthodox
College of Engineering & Technology

Mar Baselios Christian College of Engineering and Technology

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No: MBC/ADM/AC/2020/032

Minutes of Meeting

Academic Year: 2020-21		Date: 26/8/2020	
Name of Facilitator: Principal		Time: 15.00 PM – 16:00 PM	
Meeting Type: Scheduled		Venue: Online Video Conferencing	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Fr. Kuruvila Perumal Chacko	
Prof. Elias Janson K		Dr. Nirmala Joseph	
Dr. Anoop K. J.		Prof. Robins Anto	
Prof. Annie, Chacko		Dr. Manoj Nallanathel	
Prof. Resmara S.		Dr. Roja Abraham Raju	

AGENDA

- | | |
|--|--|
| 1. Discussion of previous meeting minutes and the Action Taken Report. | 5. Reconstitution of student welfare cell |
| 2. Progress- Course Registration of S3, S5, S7 | 6. Onam Vacation |
| 3. Progress- Graduation Ceremony | 7. Submission of Project Proposals for funding |
| 4. Course completion and Dues | 8. Any other matter |

DECISIONS

S.No.	DECISIONS
1.	AG2- HoD's of each department has to intimate faculty advisors to contact all parents of students who have not done course registration as early as possible and insist them to clear all their dues before 5th September to register the course.
2.	AG 3- Trial presentation of the Graduation Ceremony video will be on 27th August 2020 in the presence of council members who will be available in the college.
3.	AG 4- Every department and various centres should enter dues of students (2016-20 Batch) in the campus portal so, students may pay it online for getting no dues certificate. Students should submit soft copy of their project report. Due to this pandemic situation, a hard copy of the project report submission is not mandatory.




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Academic Council


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4.	AG 5- Present Student welfare committee is well structured so, it will continue. Committee members should find all scholarship schemes for students and also motivate more students to avail of those scholarships.
5.	AG 6 –Onam vacation starts from 28th August 2020 to 6th September 2020.
6.	AG 7- Final year project group should include a maximum of 4 students from 3rd year and a maximum of 4 students from 2nd year along with final year students to ensure the continuity of the project. These projects will have a scope for getting funding in the future.
7.	AG 8(1) – Students union members will coordinate the online Onam celebration, and the Union faculty advisor will oversee the events. Students may decide, a feasible date and time to release the event online.
8.	AG 8(2)- A committee is constituted with Dr. Anoop K J as the chairman, Dr. Nirmala Joseph, Mr. Elias Janson, Dr. Manoj N, Mrs. Annie Chacko, and Dr. Roja A R as members for framing a project to groom and motivate students (from 8th - 12th Standard) towards engineering discipline. The committee may prepare a scheme of action for the same.
 PRINCIPAL	



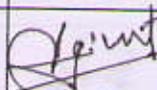


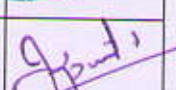
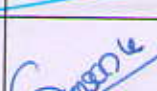
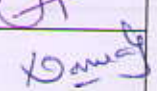


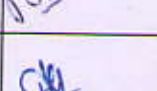
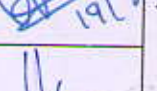


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S.No.	ACTION TAKEN REPORT
1.	A circular is been issued to mentioning start and end of Onam vacation
 PRINCIPAL	

No: MBC/ADM/AC/2020/031


Minutes of Meeting


Academic Year: 2020-21		Date: 19/8/2020	
Name of Facilitator: Principal		Time: 15.00 PM - 16:00 PM	
Meeting Type: Scheduled		Venue: Online Video Conferencing	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Fr. Kuruvila Perumal Chacko	
Prof. Elias Janson K		Dr. Nirmala Joseph	
Dr. Anoop K. J.		Prof. Robins Anto	
Prof. Annie Chacko		Dr. Manoj Nallanathel	
Prof. Resmara S.		Dr. Roja Abraham Raju	

AGENDA

- | | |
|--|--|
| 1. Discussion of previous meeting minutes and the Action Taken Report. | 5. Progress- Graduation Ceremony |
| 2. Progress- Course Registration of S3, S5, S7 | 6. Submission of Project Proposals for funding |
| 3. Conduct of Class/Course Committee | 7. Any other matter |
| 4. Completion of 1 st Module by 27/08/20 | |

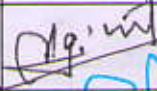
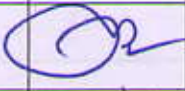

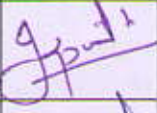

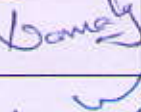
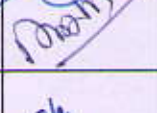





S.No.	DECISIONS
1.	AG2- Those students who have not completed their course registered will not be provided attendance for online classes until they complete the registration process.
2.	AG 3- Conduct Class/Course Committee department wise before 27 th August 2020
3.	AG 4- HoD should insist faculty members to complete 1 st Module of all courses by 27 th August 2020
4.	AG 5- Graduation Ceremony is been rescheduled to 28 th August 2020 at 7.00PM, due to constraints in recording due to these prevailing pandemic situations

5.	AG 6 - All faculty members should be motivated by respective HoD to prepare a research proposal.
6.	AG 7(1) -Few departments find its difficulty to allot faculty members for handling minor courses as faculty members are running with tight workload.
7.	AG 7(2) - Each departments should plan few programs to engage first year students for the coming week, its schedule need to be sent to be Dr. Anoop KJ, Dean Academics.
8.	AG 7(3) - 1 st year Students should be intimated regarding a common orientation program scheduled on this Friday at 7:00PM, specially invite parents of 1 st year students to attend the program.
 PRINCIPAL	

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No: MBC/ADM/AC/2020/030

Minutes of Meeting

Academic Year: 2020-21		Date: 12/8/2020	
Name of Facilitator: Principal		Time: 15.00 PM - 16:00 PM	
Meeting Type: Scheduled		Venue: Online Video Conferencing	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Fr. Kuruvila Perumal Chacko	
Prof. Elias Janson K		Dr. Nirmala Joseph	
Dr. Anoop K. J.		Prof. Robins Anto	
Prof. Annie Chacko		Dr. Manoj Nallanathel	
Prof. Resmara S.		Dr. Roja Abraham Raju	

AGENDA

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Final Semester University Examination- Internally 3. New academic semester online- Progress | <ol style="list-style-type: none"> 4. Graduation Ceremony- Progress 5. Submission of Project Proposals for funding 6. Any other matter |
|---|---|



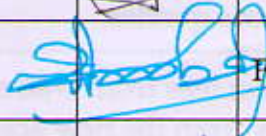

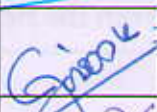
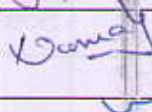






S.No.	DECISIONS
1.	AG2- Successfully completed two exams, which were monitored through Google Meet and answer paper uploading through Google Classroom, decided to continue same for rest of the examinations
2.	AG 3- Regular classes are been engaged using Google meet and Google Classrooms, decided to continue with live classes using same platform.
3.	AG 4- Graduation Ceremony can be conducted as a live program, any dignitary who have any difficulty to be online at the scheduled time, may be asked for recorded speech and could be aired live during the event.

4.	AG 5- All faculty members who have acquired a Ph.D. as well as others, are directed to download forms from various funding agencies to have an idea about the format for the proposal.
5.	AG 6 (1) – Senior Scientist Mr Thomas C R who got retired as Deputy Director of VSSC is willing to give his service as placement officer of our college.
6.	AG 6(2) – CFA's are directed to monitor their respective students course registration, last date for course registration is 17 th August 2020


PRINCIPAL

No: MBC/ADM/AC/2020/029

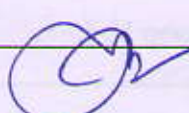
Minutes of Meeting

Academic Year: 2019-20		Date: 05/08/2020	
Name of Facilitator: Principal		Time: 15.00 PM - 16:00 PM	
Meeting Type: Scheduled		Venue: Online Video Conferencing	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Fr. Kuruvila Perumal Chacko	
Prof. Elias Janson K		Dr. Nirmala Joseph	
Dr. Anoop K. J.		Prof. Robins Anto	
Prof. Annie Chacko		Dr. Manoj Nallanathel	
Prof. Resmara S.		Dr. Roja Abraham Raju	

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report.	5. Submission of Project Proposal for funding
2. Conduct of Final Semester University Examination Internally	6. Review of Admission 2020
3. Progress of Academic Audit	7. Email from Mech students regarding fees.
4. Commencement of new academic semester online	8. Any other matter

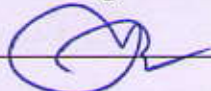
S.No.	DECISIONS
1.	AG2- For the final semester examination, faculty members handling the subjects should set question papers individually and submit them to respective HoD. The question paper scrutiny committee formed within the department will scrutinize the question papers.
2.	AG 2- Circulate the timetable of the online examination among the students, it will be monitored through Google Meet and answer paper uploading through Google Classroom
3.	AG 2- Those students who are facing internet connectivity could use the computer lab facility of the college upon prior permission from concern authority.

4.	AG 3- Final academic audit for odd semester courses are rescheduled to 21st August 2020, whereas there is no change in the pre-audit schedule of even semester courses.
5.	AG 4-Faculty members should handle regular online classes as per the published timetable from 10th August 2020 and take attendance using Google Meet attendance or by assigning a quiz in google classroom.
6.	AG 5 - All faculty members who have acquired a Ph.D. as well as others, should prepare a proposal and submit for funding to the various national and international funding agencies.
7.	AG 6- Decided to conduct counselling from 07th August 2020.
8.	AG 7- Faculty advisors of S5 Mechanical Engineering should call parents of those students having queries and clear those queries.
9.	AG 8-(1) College will be able to collect fees from students through online mode using South Indian Bank payment gateway from the new academic year onwards.
	 PRINCIPAL



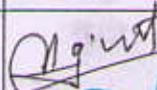
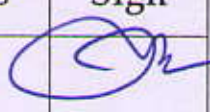
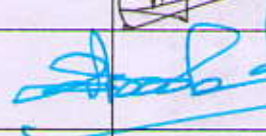
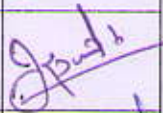

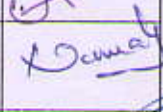


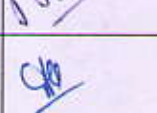

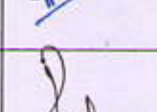
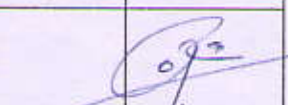
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S.No.	ACTION TAKEN REPORT
1.	Instruction to students regarding the online examination published on 08/08/2020
2.	Instruction to faculty regarding the conduct of online examination and invigilation published on 09/08/2020
 PRINCIPAL	

No: MBC/ADM/AC/2020/028

Minutes of Meeting

Academic Year: 2019-20		Date: 29/07/2020	
Name of Facilitator: Principal		Time: 15.00 PM - 16:00 PM	
Meeting Type: Scheduled		Venue: Online Video Conferencing	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Fr. Kuruvila Perumal Chacko	
Prof. Elias Janson K		Dr. Nirmala Joseph	
Dr. Anoop K. J.		Prof. Robins Anto	
Prof. Annie Chacko		Dr. Manoj Nallanathel	
Prof. Resmara S.		Dr. Roja Abraham Raju	

AGENDA


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|--|---|
| 1. Discussion of previous meeting minutes and the Action Taken Report.
2. Progress of academic audit
3. Commencement of new academic semester online | 4. Finalizing the dates of Admission Counselling 2020
5. Any other matter. |
|--|---|

S.No.	DECISIONS
1.	AG 2- Even semester Academic audit will be started only on 5th August 2020, along with odd semester pre-audit.
2.	AG 3- For smooth functioning of admission related activities, the commencement of the new academic semester is from 10th August.
3.	AG 4- Result of MBC Scholarship Examination to publish by 29th July 2020, 5:30 PM. The counselling process will be scheduled branch wise from 30th July 2020.
4.	AG 5-(1) For online course registration, google form will be circulated among students. Registration will be allowed only after paying the fee.




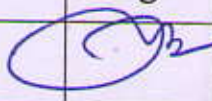
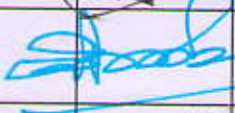
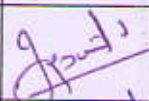

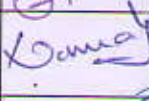
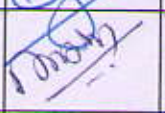
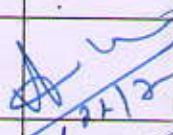


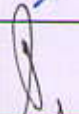

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S.No.	ACTION TAKEN REPORT
1.	Even semester Academic audit and Odd semester Pre-audit is scheduled from 5 th August to 7 th August 2020
2.	Odd semester classes are been rescheduled to 10 th August 2020
 PRINCIPAL	

No: MBC/ADM/AC/2020/027

Minutes of Meeting

Academic Year: 2019-20		Date: 22/07/2020	
Name of Facilitator: Principal		Time: 15.00 PM – 16:00 PM	
Meeting Type: Scheduled		Venue: Online Video Conferencing	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Fr. Kuruvila Perumal Chacko	
Prof. Elias Janson K		Dr. Nirmala Joseph	
Dr. Anoop K. J.		Prof. Robins Anto	
Prof. Annie Chacko		Dr. Manoj Nallanathel	
Prof. Resmara S.		Dr. Roja Abraham Raju	


AGENDA

- | | |
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| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and Action Taken Report. 2. Discussion and finalizing questions which may be raised in webinar 3. Review of MBC scholarship examination conducted. | <ol style="list-style-type: none"> 4. Discussion on submission of project proposal for funding. 5. Discussion on initiatives to motivate faculty members to register for PhD. 6. Any other matter. |
|--|---|

S.No.

DECISIONS

1.	AG 2- All members of the council should submit 2 possible questions which could be raised during the webinar on 24 th July 2020.
2.	AG 3- 714 students have registered for MBC scholarship examination out of which 471 students have appeared for examination.
3.	AG 4- All departments should submit Project Proposals to various funding agencies to enhance Department Research activities
4.	AG 5- All HoDs should motivate faculty members to register for PhD under KTU, each departments may plan for workshops which helps faculty member to clear PhD entrance examination

5.	AG 6- (1) A panel of 3 members should be selected to prepare a proposal on a social relevant project for getting funding from HCL technologies Bengaluru and South Indian Bank.
 PRINCIPAL	

AGENDA	
1. Review of MIC scholarship commission	1. Discussion of previous meeting minutes and Action Items Report
2. Discussion and finalizing questions which may be raised in various	2. Discussion on submission of project proposal for funding
3. Review of MIC scholarship commission	3. Discussion on initiatives to work with faculty members to register for F&D
4. Any other matters	4. Any other matters
DECISIONS	
1. AG 1- All members of the council should submit 3 possible questions which could be raised during the webinar on 14th July 2018.	1.
2. AG 2- The members have registered for MIC scholarship commission out of which 47 students have appeared for examination.	2.
3. AG 3- All departments should submit project proposals to various funding agencies to enhance Department Research activities.	3.
4. AG 4- All HCL should actively faculty members to register for F&D under R&D each department may plan for workshop which faculty members to share F&D experience.	4.



No: MBC/ADM/AC/2020/026

Minutes of Meeting

Academic Year: 2019-20		Date: 15/07/2020	
Name of Facilitator: Principal		Time: 15.00 PM - 16:00 PM	
Meeting Type: Scheduled		Venue: Online Video Conferencing	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Fr. Kuruvila Perumal Chacko	
Prof. Elias Janson K		Dr. Nirmala Joseph	
Dr. Anoop K. J.		Prof. Robins Anto	
Prof. Annie Chacko		Dr. Manoj Nallanathel	
Prof. Resmara S.		Dr. Roja Abraham Raju	

AGENDA

1. Discussion of previous meeting minutes and Action Taken Report.	5. Discussion regarding MBC Scholarship Examination
2. Discussion regarding date of submission of internal marks for lower semesters.	6. Finalizing the date for submission of course plan for new academic year
3. Finalizing dates of comprehensive viva external examination.	7. Adverting strategies for admission 2020.
4. Suggestion for modification of college website.	8. Any other matter.

S.No.	DECISIONS
1.	AG 2 & 3- All departments should complete the External Comprehensive Viva for S6 Students on/before 23rd July 2020 and publish internal marks of S2, S4 & S6 students on 23rd July 2020. .
2.	AG 4- Since our website seems to be outdated, System Administrator is directed to take action to modify (Restructuring) the college website.
3.	AG 5- Decided to conduct MBC scholarship examination on 22nd July 2020 itself as there is no change in the date of KEAM Entrance Examination 2020

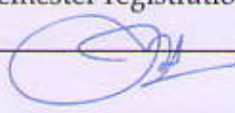
4.	AG 6- All faculty members are directed to submit a course plan for the new academic semester subjects on 27th July 2020 to respective HoDs and HoDs should verify it and forward the same to Principal.
5.	AG 7- Make use of personal contact of all staff members for admission rather than television scrolls or newspaper advertisements.
6.	AG 8(1)- Registration for new semester will commence on 3rd August 2020 and registration will close on 15th August 2020, students should be directed to complete the registration process with no dues certificate. Last day for payment of fees is 11th August 2020.
7.	AG 8(2)- Decided to develop new software which will intimate all HoDs the list of students having dues of fees in their respective department. The system administrator is been assigned to discuss the same with the software expert.
8	AG 8(3)- Internal audit of previous semester subjects and labs will be conducted by IQAC on 28th, 29th and 30th July 2020. All faculty members are directed to submit the relevant files to IQAC.
9.	AG 8(4)-All faculty members are directed to stop the revision classes of previous semester subjects immediately and prepare for new semester subjects.
10.	AG 8(5)- As directed from university those students who have not attained the required credits, also can attend classes in the new academic years.
11.	AG 8(6)- All HoDs are directed to request alumni, those who are placed in reputed firms to make a video (1-2mins Max) stating about their details and the year of passout from MBC.
12.	AG 8(7)- Admission coordinator briefed the status of enquires in the admission office at Kattappana.
13.	AG 8(8)- Accounts section should enquire about the feasibility of using SBI collect for collection of fees.





**Mar Baselios Christian College of Engineering
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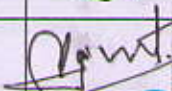
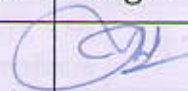
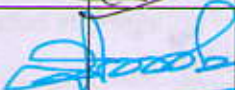
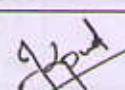




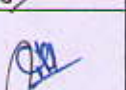

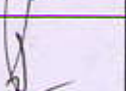

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S.No.	ACTION TAKEN REPORT
1.	A circular is been issued to all students, stating the start and end of new semester registration
 PRINCIPAL	

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No: MBC/ADM/AC/2020/025


Minutes of Meeting

Academic Year : 2019-20		Date: 08/07/2020	
Name of Facilitator: Principal		Time: 15.00 PM - 16:00 PM	
Meeting type: Scheduled		Venue: Online Video Conferencing	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Dr. Kuruvila Perumal Chacko	
Prof. Elias Janson K		Dr. Anoop K. J.	
Dr. Anoop K. J.		Prof. Robins Anto	
Prof. Annie Chacko		Dr. Manoj Nallanathel	
Prof. Resmara S.		Dr. Roja Abraham Raju	

AGENDA

- | | |
|--|---|
| 1. Discussion of previous meeting minutes and Action Taken Report
2. Subject allocation 2020-21 Odd semester
3. Discussion on the presence of 50% staff members in the college from next Monday
4. Rescheduling working time of staff members due to pandemic conditions. | 5. Discussion regarding MBC Scholarship examination scheduled on 22nd July
6. Discussion on NAAC Accreditation - progress of work.
7. Any other matter. |
|--|---|

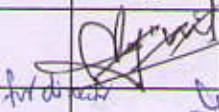

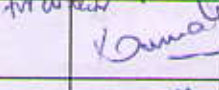







S.No.	DECISIONS
1.	AG 1- All HoDs are directed to complete the subject allocation as soon as possible and send it to the Principal through official email.
2.	AG 2- All faculty members and staff members are directed to prepare for online classes as per subject allocation, expecting classes to commence from 3 rd August 2020.
3.	AG 3- HoDs are directed to allocate duty to staff members, ensuring 50% attendance in the department from next Monday onwards.

4.	AG 4- Decided to reschedule the working time of staff members from 10.00 am to 3.00 pm because of COVID 19 pandemic .
5.	AG 5- HoDs should ensure the participation of all staff member from the respective department for the smooth conduct of scholarship examination .
6.	AG 6- NAAC visit is scheduled on 30 th and 31 st August 2020, criteria wise file verification by the Principal will be scheduled from next week.
7.	AG 7(1)- Decided to conduct International webinar and meeting coordinated by college Management and MGOCSM, for the promotion of our college. A webinar in google meet is to be hosted through college youtube channel on 24 th July 2020
8.	AG 7(2)- Decided to circulate a notice regarding the commencement of new academic semester among students
9	AG 7(3)- Decided to give provision of college bus between kuttikkanam and college to staff members during all working days
 PRINCIPAL	

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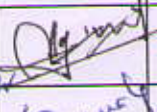
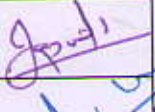
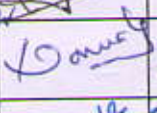
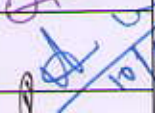
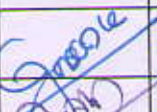


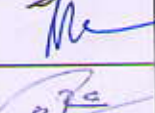

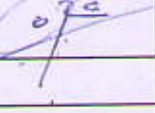
Minutes of Meeting

Academic Year : 2019-20		Date: 24/06/2020	
Name of Facilitator: Principal		Time: 11.00 AM - 12:00 PM	
Meeting type: Scheduled		Venue: Online- Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C.		Fr. Kuruvilla Perumal	
Dr. Nirmala Joseph		Prof. Robins Anto	
Prof. Elias Janson K		Prof. Resmara S.	
Dr. Anoop K. J.		Dr. Manoj Nallanathel	
Prof. Annie Chacko		Dr. Roja Abraham Raju	
AGENDA			
1. Progress of university examination preparations		3. Other Relevant Matters	
2. Internal Marks of Lower semester			
S.No.	DISCUSSIONS & DECISIONS		
1.	War room is been created, students and faculty member should reach exam hall before half hour from the schedule of the examination.		
2.	Invigilator should collect the answer sheet and seal it in the plastic cover provided and will be returned to exam cell.		
3.	Lower semester internals also can be prepared by considering first series exam, online exam and assignments.		
PRINCIPAL			

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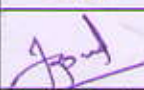
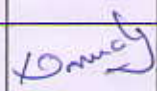


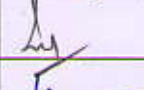
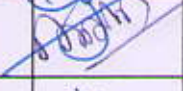



Minutes of Meeting

Academic Year : 2019-20		Date: 10/06/2020	
Name of Facilitator: Principal		Time: 11.00 AM - 12:00 PM	
Meeting type: Scheduled		Venue: Online- Google meet	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C.		Fr. Kuruvilla Perumal	
Dr. Nirmala Joseph		Prof. Robins Anto	
Prof. Elias Janson K		Prof. Resmara S.	
Dr. Anoop K. J.		Dr. Manoj Nallanathel	
Prof. Annie Chacko		Dr. Roja Abraham Raju	
AGENDA			
1. S8 Internal Finalization		2. Other Relevant Matters	
S.No.	DISCUSSIONS & DECISIONS		
1.	All faculty member are directed to prepare internal as per university guidelines		
2.	Online examination, first series examination and Assignments need to be considered for internal calculation.		
3.	Faculty member handling subjects in S8 should finalize the internal enter in KTU portal and the printout need to be send to principal after verification by CFA and HOD of respective department via Email.		
PRINCIPAL			

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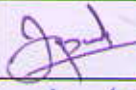








Minutes of Meeting

Academic Year : 2019-20		Date: 01/06/2020	
Name of Facilitator: Principal		Time: 11.00 AM - 12:00 PM	
Meeting type: Scheduled		Venue: Online- Google meet	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C.		Fr. Kuruvilla Perumal	
Dr. Nirmala Joseph		Prof. Robins Anto	
Prof. Elias Janson K		Prof. Resmara S.	
Dr. Anoop K. J.		Dr. Manoj Nallanathel	
Prof. Annie Chacko		Dr. Roja Abraham Raju	
AGENDA			
1. Conducting Online class- Directions from Government		2. Other Relevant Matters	
S.No.	DISCUSSIONS & DECISIONS		
1.	All faculty member are directed to conduct the revision of each course as per the new timetable prepared.		
2.	There will be continuous class 8:30 Am to 1:30 PM, 5 Periods of 50 minutes each and a 10 minute gap between each hour.		
3.	Those faculty who have not conducted online examination may plan for the same in coming days.		
PRINCIPAL			

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Minutes of Meeting

Academic Year : 2019-20		Date: 28/05/2020	
Name of Facilitator: Principal		Time: 11.00 AM - 12:00 PM	
Meeting type: Scheduled		Venue: Online- Google meet	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C.		Fr. Kuruvilla Perumal	
Dr. Nirmala Joseph		Prof. Robins Anto	
Prof. Elias Janson K		Prof. Resmara S.	
Dr. Anoop K. J.		Dr. Manoj Nallanathel	
Prof. Annie Chacko		Dr. Roja Abraham Raju	
AGENDA			
1. Progress of Online class		2. Other Relevant Matters	
S.No.	DISCUSSIONS & DECISIONS		
1.	All HoDs are updating the status of online classes weekly to Principal		
2.	All faculty member are directed to start Revision through online mode after taking Course exit survey.		
3.	Those faculty who have not conducted online examination may plan for the same in coming days		
PRINCIPAL			



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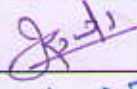








Minutes of Meeting

Academic Year : 2019-20		Date: 20/05/2020	
Name of Facilitator: Principal		Time: 11.00 AM - 12:00 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. Robins Anto	
Prof. Elias Janson K		Prof. Resmara S.	
Dr. Anoop K. J.		Dr. Manoj Nallanathel	
Prof. Annie Chacko		Dr. Roja Abraham Raju	
AGENDA			
1. Progress of Online class		2. Other Relevant Matters	
S.No.	DISCUSSIONS & DECISIONS		
1.	All HoDs are updating the status of online classes weekly to Principal		
PRINCIPAL			

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Minutes of Meeting

Academic Year : 2019-20		Date: 13/05/2020	
Name of Facilitator: Principal		Time: 11.00 AM - 12:00 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. Robins Anto	
Prof. Elias Janson K		Prof. Resmara S.	
Dr. Anoop K. J.		Dr. Manoj Nallanathel	
Prof. Annie Chacko		Dr. Roja Abraham Raju	
AGENDA			
1. First Year Result Analysis 2. Progress of Online class		3. Other Relevant Matters	
S.No.	DISCUSSIONS & DECISIONS		
1.	College have secured 25 th position among self-financial in Kerala.		
2.	All HoDs are updating the status of online classes weekly to Principal		
PRINCIPAL			



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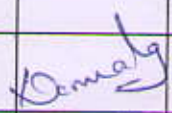
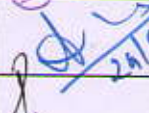
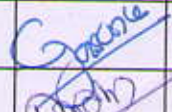



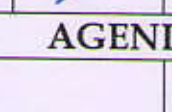
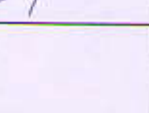
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Academic Year : 2019-20		Date: 06/05/2020	
Name of Facilitator: Principal		Time: 11.00 AM - 12:00 PM	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C.		Fr. Kuruvilla Perumal	
Dr. Nirmala Joseph		Prof. Robins Anto	
Prof. Elias Janson K		Prof. Resmara S.	
Dr. Anoop K. J.		Dr. Manoj Nallanathel	
Prof. Annie Chacko		Dr. Roja Abraham Raju	
AGENDA			
1. Progress of Online class		2. Other Relevant Matters	
S.No.	DISCUSSIONS & DECISIONS		
1.	All HoDs are updating the status of online classes weekly.		
2.	Mechanical department successfully conducted its first fully online conference in google platform which is turned to be the first initiative in our state. All faculty members were appreciated for organizing the event.		
PRINCIPAL			

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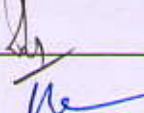

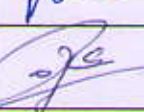

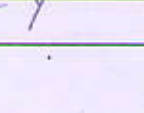
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Minutes of Meeting

Academic Year : 2019-20		Date: 29/04/2020	
Name of Facilitator: Principal		Time: 11.00 AM - 12:00 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. Robins Anto	
Prof. Elias Janson K		Prof. Resmara S.	
Dr. Anoop K. J.		Dr. Manoj Nallanathel	
Prof. Annie Chacko		Dr. Roja Abraham Raju	
AGENDA			
1. Progress of Online class		2. Other Relevant Matters	
S.No.	DISCUSSIONS & DECISIONS		
1.	HoD should monitors the progress of online class and its effectiveness, department can plan an online series examination which could be used for calculation of internals if directed by the university		
2.	Mechanical department is conducting its 2 nd Edition of National conference fully online in Google Platform, this may be a first initiative in our state.		
PRINCIPAL			

No: MBC/ADM/AC/2020/016










Minutes of Meeting

Academic Year : 2019-20		Date: 22/04/2020	
Name of Facilitator: Principal		Time: 10.00 AM - 11:00 AM	
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. Robins Anto	
Prof. Elias Janson K		Prof. Resmara S.	
Dr. Anoop K. J.		Dr. Manoj Nallanathel	
Prof. Annie Chacko		Dr. Roja Abraham Raju	
AGENDA			
1. Online Class Progress		2. Other Relevant Matters	
S.No.	DISCUSSIONS & DECISIONS		
1.	Faculty may adopt an effective ways to engage their respective class, using either Zoom or Google classroom.		
2	Departments should promote its activities though online as a part of admission process.		
PRINCIPAL			

 MBC <small>Mar Basilio's Christian College of Engineering & Technology</small>	Mar Basilio's Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 Academic Council	Format No.	GOV : D3.4
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Minutes of Meeting

Academic Year : 2019-20		Date: 17/04/2020	
Name of Facilitator: Principal		Time: 11.00 AM - 12:00 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. Robins Anto	
Prof. Elias Janson K		Prof. Resmara S.	
Dr. Anoop K. J.		Dr. Manoj Nallanathel	
Prof. Annie Chacko		Dr. Roja Abraham Raju	

AGENDA


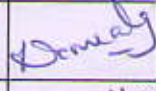


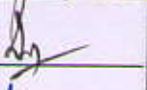
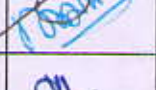



1. Online Class Progress	2. Other Relevant Matters
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S.No.	DISCUSSIONS & DECISIONS
1.	Faculty may adopt an effective ways to engage their respective class, using either Zoom or Google classroom.
2	Discussed result Analysis of S3 and S7 students in detail

PRINCIPAL

No: MBC/ ADM/ AC/2020/014

Minutes of Meeting

Academic Year : 2019-20		Date: 08/04/2020	
Name of Facilitator: Principal		Time: 11.00 AM - 12:00 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. Robins Anto	
Prof. Elias Janson K		Prof. Resmara S.	
Dr. Anoop K. J.		Dr. Manoj Nallanathel	
Prof. Annie Chacko		Dr. Roja Abraham Raju	

AGENDA


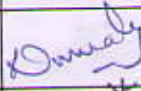







1. Online Class Progress	3. Other Relevant Matters
2. List of regular absentees in online classes and remedial actions	

S.No.	DISCUSSIONS & DECISIONS
1.	Faculty may adopt an effective ways to engage their respective class, using either Zoom or Google classroom.
2.	Those student who are regularly absent in online classes, should be intimated the same with the parents, HoD's should directed the same to faculty advisors.
3.	Faculty can select an effective ways to engage their respective class, using either Zoom or Google classroom.
PRINCIPAL	

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No: MBC/ADM/AC/2020/013

Minutes of Meeting

Academic Year : 2019-20		Date: 31/03/2020	
Name of Facilitator: Principal		Time: 11.00 AM - 12:00 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. Robins Anto	
Prof. Elias Janson K		Prof. Resmara S.	
Dr. Anoop K. J.		Dr. Manoj Nallanathel	
Prof. Annie Chacko		Dr. Roja Abraham Raju	
AGENDA			
1. NAAC Visit 2. Admission 2020		3. Other Relevant Matters	
S.No.	DISCUSSIONS & DECISIONS		
1.	Email was received from NAAC head office that, final visit to our college is rescheduled to 30 th and 31 st July 2020		
2.	Restarted admission activities as early as possible, like on-line promotions.		
3.	Faculty can select an effective ways to engage their respective class, using either Zoom or Google classroom.		
PRINCIPAL			




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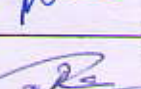


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S.No	ACTION TAKEN REPORT
1.	Admission meeting is scheduled on 4 th April 2020.
PRINCIPAL	

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No: MBC/ADM/AC/2020/012

Minutes of Meeting

Academic Year : 2019-20		Date: 27/03/2020	
Name of Facilitator: Principal		Time: 11.00 AM - 12:00 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. Robins Anto	
Prof. Elias Janson K		Prof. Resmara S.	
Dr. Anoop K. J.		Dr. Manoj Nallanathel	
Prof. Annie Chacko		Dr. Roja Abraham Raju	
AGENDA			
1. S5 Result Analysis 2. Progress of Online class		3. Other Relevant Matters	
S.No.	DISCUSSIONS & DECISIONS		
1.	All department heads discussed the result analysis of fifth semester. Faculty members who have attained result percentage more than state average were congratulated for their efforts.		
2.	Decided conduct online classes from next week using Zoom and Google class room		
PRINCIPAL			



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No: MBC/ADM/AC/2020/011

Minutes of Meeting

Academic Year : 2019-20		Date: 22/03/2020	
Name of Facilitator: Principal		Time: 21.00 PM - 22:00 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. Robins Anto	
Prof. Elias Janson K		Prof. Resmara S.	
Dr. Anoop K. J.		Dr. Manoj Nallanathel	
Prof. Annie Chacko		Dr. Roja Abraham Raju	

AGENDA

1. Online Portion Coverage

2. Other Relevant Matters

S.No.

DISCUSSIONS & DECISIONS

1.

All departments have prepared time tables and faculties are directed to engage classes as per the timing.

2.

Decided conduct online classes from next week using Zoom and Google class room

PRINCIPAL




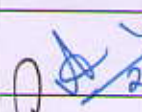





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S.No	ACTION TAKEN REPORT
1.	All faculties should handle classes online as per the timetable prepared by the department from 23 rd March 2020
PRINCIPAL	

No: MBC/ADM/AC/2020/010

Minutes of Meeting

Academic Year : 2019-20		Date: 21/03/2020	
Name of Facilitator: Principal		Time: 14.00 PM - 14:40 PM	
Meeting type: Scheduled		Venue: Online Video Conferencing	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C.		Dr. Anoop K. J.	
Prof. Elias Janson K.		Prof. Robins Anto	
Dr. Anoop K. J.		Prof. Resmara S.	
Prof. Annie Chacko		Dr. Manoj Nallanathel	
Dr. Roja Abraham Raju			

AGENDA

1. Online classes for portion coverage

2. Other Relevant Matters

S.No.	DISCUSSIONS & DECISIONS
1.	Faculty member should conduct online classes for their respective subjects, using Zoom meeting / Canvas/ Skype.
2.	Faculty members can share audio or video lectures as per timetable allotted using google class room or any other platform to their students and ensure students attendance accordingly.
3.	Each faculty member should prepare students to write university examination though online mode, considering there won't be any working days before university exam.
4.	Next academic council is scheduled on 22/03/2020 (Sunday) 9:00PM to discuss the progress on online platforms and modes

PRINCIPAL



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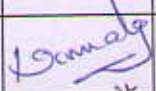

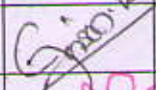


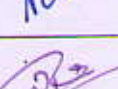


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S.No.	ACTION TAKEN REPORT
1.	CFAs should conduct a class committee using Zoom Meeting and enquire option of students regarding online lecturing through video conferencing and uploading video/audio lecture in google class room on 22/03/2020 (Sunday)
2.	A meeting of Academic Council members as well as CFA of respective classes should attend the meeting scheduled on (Monday) 23/03/2020 at 13:30 PM
PRINCIPAL	

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No: MBC/ ADM/ AC/2020/008

Minutes of Meeting

Academic Year : 2019-20		Date: 04/03/2020	
Name of Facilitator: Principal		Time: 14.00 PM - 15:00 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. Robins Anto	
Prof. Elias Janson K		Prof. Resmara S.	
Dr. Anoop K. J.		Dr. Manoj Nallanathel	
Prof. Annie Chacko		Dr. Roja Abraham Raju	

AGENDA

- | | |
|----------------------|------------------------------|
| 1. NAAC Visit | 3. Second Series Examination |
| 2. Academic Progress | 4. Other Relevant Matters |

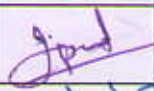
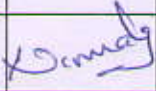
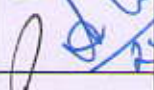


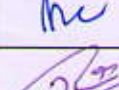

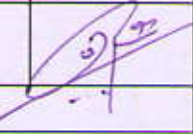
S.No.	DISCUSSIONS & DECISIONS
1.	Working time is extended to 08:30 PM, Mock presentation scheduled on 9 th March
2.	2nd series will be scheduled in later week as per syllabus completion.
3.	All departments are directed to procure safety instruments and devices required.

PRINCIPAL

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No: MBC/ADM/AC/2020/007






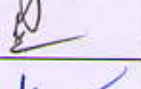


Minutes of Meeting

Academic Year : 2019-20		Date: 29/02/2020	
Name of Facilitator: Principal		Time: 14.00 PM - 15:00 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. Robins Anto	
Prof. Elias Janson K		Prof. Resmara S.	
Dr. Anoop K. J.		Dr. Manoj Nallanathel	
Prof. Annie Chacko		Dr. Roja Abraham Raju	
AGENDA			
1. Technical fest and Arts fest		2. Other Relevant Matters	
S.No.	DISCUSSIONS & DECISIONS		
1.	PTA, college council and management may decide regarding conduct of Arts and Tech fest, academic council have no suggestions regarding the same.		
2.	No change in NAAC visit.		
PRINCIPAL			

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No: MBC/ ADM/ AC/2020/006

Minutes of Meeting

Academic Year : 2019-20		Date: 05/02/2020	
Name of Facilitator: Principal		Time: 14.30 PM - 16:00 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	
Prof. Elias Janson K		Prof. Robins Anto	
Dr. Anoop K. J.		Prof. Resmara S.	
Prof. Annie Chacko		Dr. Manoj Nallanathel	
Dr. Roja Abraham Raju			

AGENDA

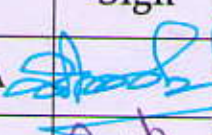
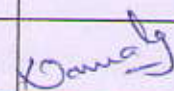


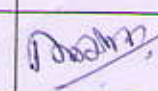

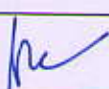
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|---|--|
| <ol style="list-style-type: none"> 1. Industrial Visit / Tour 2. Placement activities progress 3. Progress of S8 Project | <ol style="list-style-type: none"> 4. Research/ Innovation facilities and writing research papers 5. National Conference progress 6. Other relevant matters |
|---|--|

S.No.	DISCUSSIONS & DECISIONS
1.	S8students can plan their industrial visit/ tour after March 31 st
2.	Till now 50 placements were offered, target is 100 by this semester end.
3.	Each HoD's Discussed the progress of final year Projects of their respective department.
4.	All departments should submit a proposal to SERB and DRDO for funding
5.	All department should send funding for one Faculty Development Program.
6.	There will be an interaction with principal department wise to discuss shortages in department as per NBA guidelines

PRINCIPAL

No: MBC/ADM/AC/2020/005

Minutes of Meeting

Academic Year : 2019-20		Date: 29/01/2020	
Name of Facilitator: Principal		Time: 14.00 PM - 16:00 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	
Prof. Elias Janson K		Prof. Robins Anto	
Dr. Anoop K. J.		Prof. Resmara S.	
Prof. Annie Chacko		Dr. Manoj Nallanathel	
Dr. Roja Abraham Raju			

AGENDA


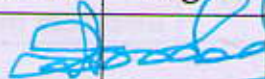
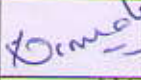
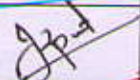


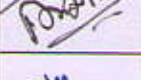




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|--|--|
| <ol style="list-style-type: none"> Attendance Monitoring & Granting Duty Leaves Portion coverage/Module Test Semester Activity Plan of Professional Association, Department Association Alumni Association etc. | <ol style="list-style-type: none"> List of additional activities planned in the department for improving NBA points Other Relevant Matters |
|--|--|

S.No.	DISCUSSIONS & DECISIONS
1.	HoDs should monitor attendance of students regularly and inform CFA to ensure students submit leave forms in time. 10% duty leaves can be permitted
2.	Series Examination will be from 50 Marks, motivate faculty members to conduct module test.
3.	All activities should be listed in semester plan, should be related to an association and prior permission to be taken.
4.	Semester Activity Plan of all Professional Association, Department Association Alumni Association need to be submitted as early as possible.
5.	Each department should submit additional activities planned based for view of NBA accreditation.

PRINCIPAL

No: MBC/ADM/AC/2020/004


Minutes of Meeting

Academic Year : 2019-20		Date: 24/01/2020	
Name of Facilitator: Principal		Time: 11.00 AM – 13:00 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	
Prof. Elias Janson K		Prof. Robins Anto	
Dr. Anoop K. J.		Prof. Resmara S.	
Prof. Annie Chacko		Dr. Manoj Nallanathel	
Dr. Roja Abraham Raju			

AGENDA

- | | |
|-------------------------------------|----------------------------------|
| 1. Academic Audit | 5. Semester/Course Registration |
| 2. Sports, Arts and Tech fest | 6. NBA Work Allotment |
| 3. Uniform and Discipline | 7. NAAC Visit preparation budget |
| 4. Implementation of Best practices | 8. Other Relevant Matters |

S.No.	DISCUSSIONS & DECISIONS
1.	Academic audit should be conducted in first week of February. Auditors should check, previous semester course register & file along with current semester course register. Institution best practices should get reflected in the course diary
2.	Sport day is rescheduled to 13 th February due to Gate examinations during first week of February, no change in dates of arts and Tech fest
3.	Each department should monitor uniform code and discipline of students strictly. Students can wear colour dress on Wednesdays and should come in formal dress code (full code) on Thursdays
4.	Students who register for their courses after 27 th January should remit a minimum of Rs 1000 as fine.
4.	A minimum of 2 faculty members need to assigned to each criteria for NBA work allotment
5.	Departments should start NBA process as early as possible, each criteria heads perform a presentation on respective criteria during department faculty meeting and its minutes need to be sent to Principal

6.	All HoD should prepare their Department wise NAAC Slides for presentation on 5 th February
7.	Submit proposals for National conference by this month for management sanctioning
8.	Remind students regarding their Redo course registration
9.	CFA's should inform students regarding activity points and should ensure that S8 students have attained a minimum of 100 points.
10.	An anti-drug campaign is scheduled at men's hostel on 30 th January 2020, staff members may be instructed to attend the same.
 PRINCIPAL	





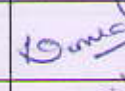



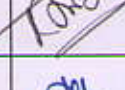
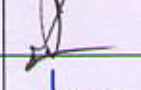

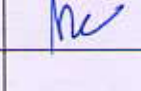


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S.No	ACTION TAKEN REPORT
1.	Academic audits are scheduled from 5 th February 2020
2.	Students can wear colour dress on Wednesday from 1 st week of February
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Minutes of Meeting


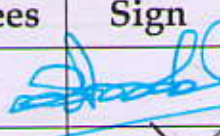
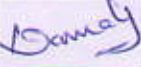



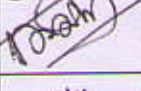




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Name of Facilitator: Principal		Time: 14.00 PM - 16:00 PM	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C.		Mr. Abraham K A	
Dr. Nirmala Joseph		Fr. Kuruvilla Perumal	
Prof. Elias Janson K		Prof. Robins Anto	
Dr. Anoop K. J.		Prof. Resmara S.	
Prof. Annie Chacko		Dr. Manoj Nallanathel	
Dr. Roja Abraham Raju			
AGENDA			
1. Activities of NBA and Committees for criteria		2. Other Relevant Matters	
S.N o.	DISCUSSIONS & DECISIONS		
1.	Planning to go for NBA between September 2020 and October 2020		
2.	1 to 7 criteria's has to be fully prepared from department, allocate faculties in each criteria and ask them to make preliminary studies about their criteria.		
3.	Criteria 8 -10 is institution related details, Prof. Resmara S is assigned with criteria 8, Criteria 9 is assigned with Dr. Nirmala Joseph Criteria 10		
4.	Criteria wise presentation should be conducted in every department meetings here after.		
 PRINCIPAL			

S.N o.	ACTION TAKEN REPORT
1.	Criteria allocation from department have to be submitted before 24 th January.
	 PRINCIPAL

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No: MBC/ADM/AC/2020/002

Minutes of Meeting

Academic Year : 2019-20		Date: 09/01/2020	
Name of Facilitator: Principal		Time: 14.00 PM - 16:00 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	
Prof. Elias Janson K		Prof. Robins Anto	
Dr. Anoop K. J.		Prof. Resmara S.	
Prof. Annie Chacko		Dr. Manoj Nallanathel	
Dr. Roja Abraham Raju			

AGENDA

- | | |
|--|--|
| 1. Approval of Academic Calendar- Even sem 2019-20 | 3. Implementation of Best practices |
| 2. Add-on / Value Added Courses | 4. Activities of NAAC steering Committee |
| | 5. Other Relevant Matters |

S.No.	DISCUSSIONS & DECISIONS
1.	Discussion on Academic calendar, fixed the dates for series examinations, department association activities, TiT's, Tech Fest, Arts day and Sports Day.
2.	Advisor's meeting need to be completed before 18 th January 2020
3.	Student course registers need to be strictly monitored by department, ensure that student are maintaining their course registers up-to-date.
4.	All faculty members should adhere to experienced learning and Peer to Peer learning and should reflect in course diary
4.	All departments may plan National conference in this semester.
5.	Add on courses should be planned in each department for fast learners
6.	Dr. Manoj Nallanathel discussed about budget allocation on account of NAAC Visit


PRINCIPAL




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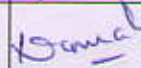








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S.No	ACTION TAKEN REPORT
1.	Department can schedule Add-on courses from 13 th to 18 th January 2020
2.	Budget on Account of NAAC visit was submitted to Director for Approval
 PRINCIPAL	

No: MBC/ ADM/ AC/2020/001


Minutes of Meeting


Academic Year : 2019-20		Date: 01/01/2020	
Name of Facilitator: Principal		Time: 14.00 PM - 16:00 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	
Prof. Elias Janson K		Prof. Robins Anto	
Dr. Anoop K. J.		Prof. Resmara S.	
Prof. Annie Chacko		Dr. Manoj Nallanathel	
Dr. Roja Abraham Raju			

AGENDA

1. Academic Plan Even Sem 2020
2. NAAC Accreditation

3. NBA Accreditation
4. Other Relevant Matters

S.No.	DISCUSSIONS & DECISIONS
1.	Principal seek opinion about reducing number of periods/ day to 6 from 7 Periods. Prof Elias Janson is assigned to do the feasibility of reducing the hours.
2.	New punching time schedule is fixed and will be published
3.	Dr. Anoop K J summarised about DVV of NAAC accreditation.
4.	Principal has asked to select a department NBA Coordinator for each department.
 PRINCIPAL	

S.N o.	ACTION TAKEN REPORT
1.	Decided to following same timetable as of last year's, (7 periods per day) for the current semester.
	 PRINCIPAL