

## Mar Baselios Christian College of Engineering and Technology

Kuttikanam, Peermade – 685531

### INTERNAL QUALITY ASSURANCE CELL

MBC/IQAC/N/2020/08

20/10/2020

#### NOTICE

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on 11<sup>th</sup> November 2020 in Conference Hall at 11.30 AM.

All IQAC members are invited to attend this meeting. The Agenda of the meeting is attached with this notice.

Please go through it and all concerned are requested to prepare your valuable suggestions in this regards.

Date: 11/11/2020

Location: Conference Hall

Time: 11:30 AM

Called by: IQAC Coordinator

Attendees: IQAC Members

#### Agenda:

1. Approval of agenda.
2. Confirmation of the minutes of the previous IQAC meeting.
3. Preparation for NAAC Peer Team Visit.
4. Discussion on the quality improvement programs for this semester.

**IQAC Coordinator**

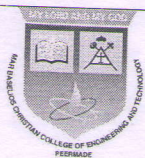


**Chairman**

Copy to:

1. Director File, Principal File, Student Advisor, Dean-PRI, Dean-Student Affairs
2. HOD-CE, HOD-CSE, HOD-EEE, HOD-ECE, HOD-ME
3. Office
4. IQAC Members
5. Notice Board





**Mar Baselios Christian College of Engineering and Technology**  
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**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of IQAC Meeting held on 11<sup>th</sup> November 2020**

MBC/IQAC/MoM/2020/08

12/11/2020

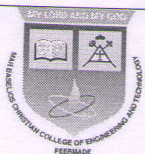
**Agenda:**

1. Approval of agenda.
2. Confirmation of the minutes of the previous IQAC meeting.
3. Discussion regarding the effectiveness of online classes.
4. Discussion regarding the updations of Academic files and General files.

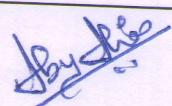
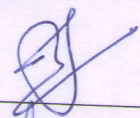

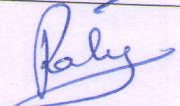

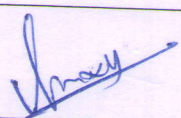

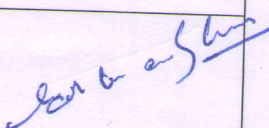
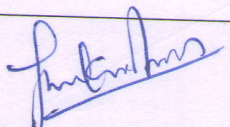
**Members Attended:**

1	Dr. Jayaraj Kochupillai	Principal	
2	Mr. K.A Abraham	Bursar	
3	Dr. Nirmala Joseph	Dean, Student affairs	
4	Fr. Kuruvilla Perumal Chacko	Students Advisor	
5	Dr. Anoop K J	Dean (Academics), IQAC Coordinator	
6	Prof. Elias Janson K	HOD/ECE	
7	Prof. Manikandan S	HOD/Mech	
8	Dr. Manoj Nallanathel	HOD/CE	
9	Prof. Maria Joseph	Asst. Prof/ECE	

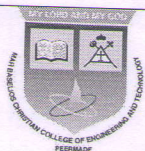




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10	Prof. Aby Alias	Asst. Prof/Mech	
11	Prof. Josmy George	Asst. Prof/CSE	
12	Prof. Rasmara S	Asst. Prof/EEE	
13	Prof. Rahul Ajithkumar	Asst. Prof/CSE	
14	Mr. Sajan George	Governing Board Member	
15	Mr. Viju. P. Chacko	Reporter, Malayalamanorama, Peermade.	
16	Mr. Alexy Binu	Student- B.Tech / CSE	
17	Mr. Akhil Shaji	Software Engineer, Petrolink Software Service.	
18	Mr. Abraham Kuriakose Omathil	Joint Secretary, The Kerala State Small Industries Association	
19	Mr. Thankachan K C	Ex- Service man	



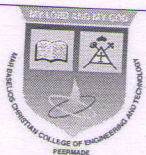


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Sl. No	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
1	Approval of Agenda		Accepted			
2	Confirmation of minutes of the Previous IQAC Meeting	<p>All preparations for NAAC visit was completed.</p> <p>DVV process completed.</p> <p>Due to Covid-19 pandemic the visit was rescheduled.</p> <p>2nd national conference on advances in mechanical engineering 2020 was conducted On 5th may 2020</p>	<p>Due to Covid-19 IQAC cell instructed to complete the academic schedule through effective online medium. (Google Classroom)</p> <p>Conducted a Motivational series "Get Inspired and Ignited" from 21<sup>st</sup> Aug to 25<sup>th</sup> Sept 2020 for First year students. (2020-24 Batch)</p>	No Pending action		
3	Discussion regarding the file updations and NAAC preparations for rescheduled visit.	Discussed about the DVV Process.	Decided to update and submit all the pending documents (during the COVID period) in files corresponding to the NAAC Criterion at IQAC Cell.		Criterion Heads of different Criteria	<p>Criterion 1 : 12/01/21</p> <p>Criterion 2: 15/01/21</p> <p>Criterion 3: 15/01/21</p> <p>Criterion 4:</p>

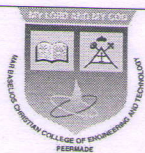




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						<p>Criterion 5: 13/01/21</p> <p>Criterion 6: 18/01/21</p> <p>Criterion 7: 18/01/21</p>
	Discussion on the preparation of Departmental Presentation for NAAC Accreditation		Decided to conduct a Departmental presentation and Principal presentation satisfying all the NAAC Criteria.		Heads of Department	19 <sup>th</sup> January 2021
5	Discussion regarding effectiveness of online class.	Discussion regarding the strategies for conducting online exams, assignments	<p>Decided to submit progress of online works weekly to principal.</p> <p>Verified the Academic Audit reports conducted by IQAC.</p>	All HOD's have to monitor the effectiveness of the academic classes.	Head of Departments	
6	Discussion on Quality improvement Programs across college.		<p>Decided to Apply for Student project funding from various agencies.</p> <p>Decided to motivate the staff members to come up with innovative research proposals.</p> <p>Analyzed the productivity of department wise training programs for helping the students to get placed in</p>		Head of departments.	





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			suggestions were proposed.			
7	Any other item with the permission of Chairman.					
8	Meeting Concluded with thank you note.					

### ACTIONS TAKEN REPORT

	Improvement of the effectiveness of the quality management and its processes	<ul style="list-style-type: none"><li>Decided to Conduct International Conference.</li><li>Decided for the proper updations of different files as per the NAAC Criteria.</li><li>Decided to conduct mock presentations and Audit as a preparatory measure for rescheduled NAAC visit.</li><li>Decided to start the file preparation for NBA process in each Department.</li><li>Decided to maintain Covid protocol across college as per the Government and university Guidelines.</li></ul>
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IQAC Coordinator



  
Principal