

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 Academic Council	Format No.	GOV : D3.4
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No: MBC/ADM/AC/2021/01 Minutes of Meeting

Academic Year: 2020-21		Date: 13/01/2021	
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. 2. Progress of NAAC. 3. Update the status of the contact classes of Seventh semester. 4. Contact classes of Fifth semester in Covid -19 protocol. 5. Students stay in hostel in Covid-19 protocol. 6. Progress of STEM program.	7. Second series test of S3 through Online mode. 8. Progress of Placement activities. 9. Submission of Project Proposals for funding (continuation). 10. Submission of Proposals to apply for Modrob. 11. Any other matters
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S.No	DECISIONS
1.	AG1- In the admission counselling process, a total of 185 students had joined in Govt., Management, and NRI Quotas till 1 December 2020, and TC issued for one.
2.	AG2- The NAAC Peer Visit Team will visit our college on 28 & 29 January 2021. All the works regarding the NAAC are going smoothly.
3.	AG3- The contact classes of the Seventh semester conducted smoothly. The practical examination in all the departments will be conducted on 15 January 2021.

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4.	<p>AG4- The contact classes of the Fifth semester starts on 18 January 2021 and ends on 5 February 2021. The classes are divided into 2 batches. The first slot is from 18 January 2021 to 27 January 2021 and the second slot is from 28 January to 5 February 2021. Only 50% of students of each class should come and attend the classes and others through online mode.</p> <p>The time table is modified as :</p> <p>Hour 1 & 2 is for handling Theory</p> <p>Hour 3 & 4 in the Forenoon & 5 & 6 in the Afternoon is for conducting the Practical.</p> <p>The teachers should mark the full day attendance to the students who are attending the class through online mode by considering the theory hours.</p>
5.	<p>AG 5- Decided that only 50% of students may stay in the hostel. So all CFA should collect the list of students who are staying in the hostel and inform to Student's advisor.</p> <p>The students should pay the hostel mess fees to the college office in advance of their contact classes.</p>
6.	<p>AG 6-The STEM program has inaugurated on 9 January 2021.</p> <p>Mr.NikithZacariah, PRO had collected some contact numbers and the follow-up should do through the Lab faculties.</p> <p>The online classes of the STEM are split into Saturday and Sunday each week.</p> <p>We can create a STEM id, and the students may use this id to attend the classes.</p>
7.	<p>AG 7- The second series of S3 starts on 21, 22, and 25 January 2021 through online mode. The examination can be conducted by 2 subjects per day.</p> <p>The first series test of S1 starts on 2,3,4,5 February 2021 through online mode. The examination can be conducted by 1 subject per day.</p>
8.	<p>AG 8-Er.C R Thomas had updated the status of the placement activities in detail.</p> <p>15 students are placed in Sutherland through a virtual campus drive.</p> <p>2 students from the CSE department are placed in TCS</p> <p>1 student from the EEE department is placed in Le Helio's Solar Company.</p> <p>9 students placed in Technical, 8 students placed in Marketing and 21 students selected as Trainee (Need to do a course on Artificial Intelligence offered by the company) in Stroxx Technologies.</p> <p>4 students are waiting for the HR interview (Final round) of Full Creative.</p> <p>6 students are waiting for the results from KeyValue Software Systems Private Limited.</p>

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	<p>The Company, 6D Technologies, having a recruitment process for our students at College of Engineering Munnar, scheduled tentatively for the second week of January 2021.</p> <p>Wipro, a software-based company, recruits the students scheduled tentatively on the second week of January 2021.</p> <p>Zero-One Technology Co. Ltd. recruits the students from the CSE department on 23 January 2021 through the virtual drive.</p>
9.	AG 9- Decided to revise the projects presented by all departments for funding.
10.	AG-10 Decided that all departments can apply the funding to the MODROB scheme of AICTE for modernizing the laboratory.
11.	AG11 (1)-Decided that get the details of students who were getting the scholarship from the college, all CFAs were shared a google form to students.
12.	AG11 (2)-Decided that students who are helping the NAAC works, the Management will pay the rent and mess to them.
13.	AG11 (3)-Decided that the students who were availing the MBC Scholarship, should attain the SGPA 8.0, otherwise the Management will lay down their scholarship.
14.	AG11(4)-Decided that Prof.Vishnu V Gopi from ECE department is assigned to upload the details of NIRF.
15.	<p style="text-align: center;">ACTION TAKEN REPORT</p> <p>Completed the contact classes of the seventh semester by using the rules and regulations of Covid-19 Protocol issued by the University.</p>
PRINCIPAL	

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No: MBC/ADM/AC/2021/03 Minutes of Meeting

Academic Year: 2020-21		Date: 03/02/2021	
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	
Dr. K. Kanchana		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. Enter the Internal Mark of Seventh Semester to University portal. 3. Post review of NAAC. 4. Work from faculty to Faculties. 5. Contact classes of Third semester	6. Rename the name of Academic Council Meeting (as per the suggestions from NAAC PTV). 7. Discussion about the placement activities. 8. Any other matters
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S.No	DECISIONS
1.	AG2- Decided that Friday is the last day for submitting the consolidated internal marks of the Seventh semester to the Principal by all departments. If the student didn't pay the semester fees, inform them to pay the fees as early as possible, otherwise do not forward their marks to the university.
2.	AG3- NAAC peer team awarded B++ grade to our college after the assessment on 28th and 29th January 2021 They have highlighted the strength and weaknesses. We should try to improve on the weaknesses.

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	The College Management will arrange a grand party for getting a B++ grade on 8th February 2021 to appreciate the Staff's dedication to working hard.
3.	AG4- Decided to provide the Work from home facility to all faculties, those who are not handling the corresponding contact classes in the college, from February 15 onwards after the internal audit.
4.	AG 5- The contact classes of the third semester will start on 8th February 2021. Decided to divide the S3CSE class into two batches for the contact class. The classes of the first batch will start on 8th February 2021 and end on 16th February 2021. And the classes of the second batch will start on 17th February 2021 and end on 26 February 2021. Other departments will conduct the classes in a single batch.
5.	AG 6-Postponed the Renaming of the Academic Council Meeting to the next week.
6.	AG 7- Er. C R Thomas has updated the placement activities in detail. Various companies recruited a total of 56 students.
7.	AG 8 (1) – Dr. Anoop K J, Dean Academics, is assigned as NBA Co-ordinator of our college.
8.	AG 8 (2) - Decided to give the appreciation letter and certificate to all criteria head, who worked hard for the NAAC.
9.	AG 8(3) - Decided to give the honorarium to the drivers, who worked day and night for the NAAC Peer Team reception.

ACTION TAKEN REPORT

The NAAC Peer Team Members were visited in our college on January 28 & 29 January 2021 and had get B++ grade.

PRINCIPAL

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No: MBC/ ADM/ AC/2021/32

Minutes of Meeting

Academic Year: 2021-22		Date:08/09/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		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. Progress of NBA. 3. Subject Allocation 4. Onam Celebration through Online mode 5. Mentoring Plan	6. Conduct practical examinations of S2, S4 and S6 7. Second series examination of S2 and S4 8. Preparation of time table 9. Any other matters.
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S.No	DECISIONS
1.	AG2- The presentation of criteria 2 of the EEE and the Civil department were completed.
2.	AG 3-All the departments were completed the subject allocation for the upcoming semester.
3.	AG 4-Decided to celebrate the Onam through virtually on 8th September 2021 at 8 pm.
4.	AG 5- Dr. Anoop K J, Dean Academics has presented the proposed mentoring plan for the current final year students in detail. Decided to conduct the PTA meeting of S6, those students who have 5 arrears, on 9th September 2021 onwards.
5.	AG 6 - Decided to conduct the practical examination for S2, S4, and S6 students through online mode.

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	S6 practical evaluation to be completed before 20/09/2021 and other semesters should be complete before ending the regular classes.
6.	AG 7 -Decided that the second series examination of S4 is scheduled on 15, 16, and 17th September 2021, and S2 is scheduled on 22, 23, and 24 September 2021.
7.	AG 8- Decided that Prof. Tom Kuriakose from the ECE department is appointed as the timetable coordinator of the college to prepare the timetable for the upcoming semester.
8.	AG 9(1) -Decided that the hostel reopens on 21 September 2021 for the contact classes of S4 students.
9.	AG9(2)-Decided that to conduct the meeting in the presence of Director, Principal, Thomas Sir, Dean Academics, to finalize the self-appraisal form, as early as possible.
ACTION TAKEN REPORT	
Conducted the Graduation Ceremony 2021 through online mode.	
PRINCIPAL	

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No: MBC/ ADM/ AC/2021/29 Minutes of Meeting

Academic Year: 2020-21		Date:11/08/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.JayarajKochupillai	
Mr. K. A. Abraham		Fr. EldhoSaju	
Dr.Anoop K. J.		Er. C. R. Thomas	
Dr.Nirmala Joseph		Prof. Elias Janson K	
Dr.K.Kanchana		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. Progress of NBA. 3. Progress of Graduation Ceremony 2021 4. Status of e-audit.	5. University examination of S6 6. Status of the Online examination of Sustainable Engineering 7. Discussion about the fees collection of Students. 8. Any other matters.
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S.No	DECISIONS
1.	AG2-All departments completed the DAB meeting. Decided that the presentation of criteria 1 of ECE and ME departments starts next week.
2.	AG 3-All the related works of the Graduation Ceremony are going in a smooth manner.
3.	AG 4-All the auditors have submitted the report of e-audit to the Dean Academics.
4.	AG 5- The university examinations of S6 are going in a smooth manner.
5.	AG 6 -The Online examination of Sustainable Engineering was conducted well.
6.	AG 7 - Decided that all CFA should inform the pending fees details to students and pay as early as possible.
7.	AG 8(1)-Decided that the faculties who didn't record the online class should give the reasons for not recoding in a letter signed by the corresponding faculty.

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8.	AG 8(2)-Decided that all departments should prepare the detailed result analysis and submit it to Director through the Dean Academics.
ACTION TAKEN REPORT	
All departments were conducted DAB meeting.	
PRINCIPAL	

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No: MBC/ ADM/ AC/2021/25 Minutes of Meeting

Academic Year: 2020-21		Date:14/07/2021	
Name of Facilitator: Principal		Time: 2.30 PM –3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr.Anoop K. J.		Er. C. R. Thomas	
Dr.Nirmala Joseph		Prof. Elias Janson K	
Dr.K.Kanchana		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. Progress of NBA. 3. Submission of the marks of online examination of S8. 4. Update the status of the University examination of S1 and S3.		5. Update the status of the Comprehensive examination of S6 6. Discussion about the collection of student’s fees (S1, S3, and S6). 7. Any other matters.	
S.No	DECISIONS		
1.	AG2-Decided that the criteria presentation of NBA of Electrical and Civil department will start on next Monday.		
2.	AG3- Decided that faculties, who are handling the eighth semester, should enter the marks of the online examination into the KTU portal on or before 19 July 2021.		
3.	AG4-The university examinations of S1 and S3 are going on smoothly		
4.	AG 5- As per the university notification, all departments were scheduled the oral examination of the Comprehensive exam with an external expert. Also decided that the remuneration of this examination may be given as per KTU norms		
5.	AG 6-Decided that students of S2, S4, and S6 who have pending fees should write an undertaking about payment of fees and submit it to the principal for KTU exam registration.		

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6.	AG7 (1)- Decided that for students who are not able to pay the fees which exceed the caution deposit amount of 23000 and 8000 rupees for hostelers and days scholars respectively, their project mark will only be submit on 30th August 2021.
7.	AG7 (2)-Decided that the classes of S6 are extended up to 21st July.
8.	AG7 (3)-Decided to conduct the university examinations of Life Skill and Sustainable Engineering on 6th August through Online mode by the subject faculty.
9.	AG7 (4)-Decided that the CSE department will host the Graduation Ceremony 2021 on 4th August through online mode.

ACTION TAKEN REPORT

Completed the Eighth semester B.Tech Degree Online examination on 12 July 2021.

PRINCIPAL

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No: MBC/ ADM/ AC/2021/22 Minutes of Meeting

Academic Year: 2020-21		Date:23/06/2021	
Name of Facilitator: Principal		Time: 2.30 PM –3.30PM	
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. EldoseSaju	
Dr.Anoop K. J.		Er. C. R. Thomas	
Dr.Nirmala Joseph		Prof. Elias Janson K	
Dr.K.Kanchana		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. Submission of the internal marks of S8 to KTU Portal. 3. Progress of NBA. 4. Online examination of S8.		5. Submission of second series analysis of S6. 6. Submission of university result analysis of S7. 7. Discussion about the collection of student’s fees. 8. Any other matters.	
S.No	DECISIONS		
1.	AG2- Decided to upload the consolidated internal marks of S8 students into KTU portal when the portal is open.		
2.	AG3- The presentation of CO-PO mapping of the CE, CSE, EEE and ECE department were completed. ME department will complete on this week.		
3.	AG4-Decided to issue the guidelines regarding the online examination to all students and faculties. Decided to arrange a faculty meeting of faculties, who are handling S8, on 25 June 2021 @ 2.30pm to discuss the conduct of KTU examination.		
4.	AG 5- Decided to submit the analysis of second series test marks of S6 on 2 nd July 2021.		
5.	AG 6-Some departments were submitted the university result analysis of S7, Others should submit as early as possible.		

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6.	AG7 - Decided that faculty should not forward the marks of final project evaluation of students who didn't pay the full fees, into the KTU portal.
<p style="text-align: center;">ACTION TAKEN REPORT</p> <p>Conducted DAB meeting of Civil department on 28 May 2021.</p>	
<p style="text-align: right;">PRINCIPAL</p>	

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No: MBC/ ADM/ AC/2021/27

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Academic Year: 2020-21		Date:28/07/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr.Anoop K. J.		Er. C. R. Thomas	
Dr.Nirmala Joseph		Prof. Elias Janson K	
Dr.K.Kanchana		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. Progress of NBA. 3. Fix the date of Graduation Ceremony 2021 4. Progress of the Preparation of lab video	5. Progress of the Remedial classes to S6 6. Classes of S2 and S4 7. Internal Marks of S6,including Lab 8. Registration of NDLI Club 9. Any other matters.
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S.No	DECISIONS
1.	AG2-Completed the NBA criteria 1 Presentation of the Civil Engg department. The presentation of the CSE department starts on Thursday.
2.	AG 3- Decided to conduct the Graduation Ceremony 2021 on 6th September, 2021, at 7 pm.
3.	AG 4-Decided that all departments will complete the videos of the laboratory by this week.
4.	AG 5- Only the students from the EEE department have attended the remedial classes through offline mode. Other departments conducted the remedial class through online mode.
5.	AG 6 -Decided that the classes of S2 and S4 resume after completing the university examination.
6.	AG 7 - Decided that the date of submission of the final internal marks of S6 is on 4th August 2021.

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	The lab-in-charges should prepare the marks of labs before the portal is open.
7.	AG 8-Decided that all students should attend the Awareness class of NDLI Club on 29 July 2021 at 4 pm. So all CFA should inform students.
8.	AG 9(1) - Decided that e-audit is postponed to 30th July, 2nd August, and 3rd August 2021 through online mode.
ACTION TAKEN REPORT	
Conducted the DAB meeting of CSE department.	
PRINCIPAL	