

**A Report**

*on*

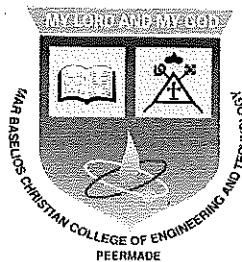
**Faculty Development Programme**

*on*

**FILE MANAGEMENT FOR NAAC ACCREDITATION**

**2 – 3<sup>rd</sup> October 2019**

*Organised by*



**INTERNAL QUALITY ASSURANCE CELL**

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

**PEERMADE**

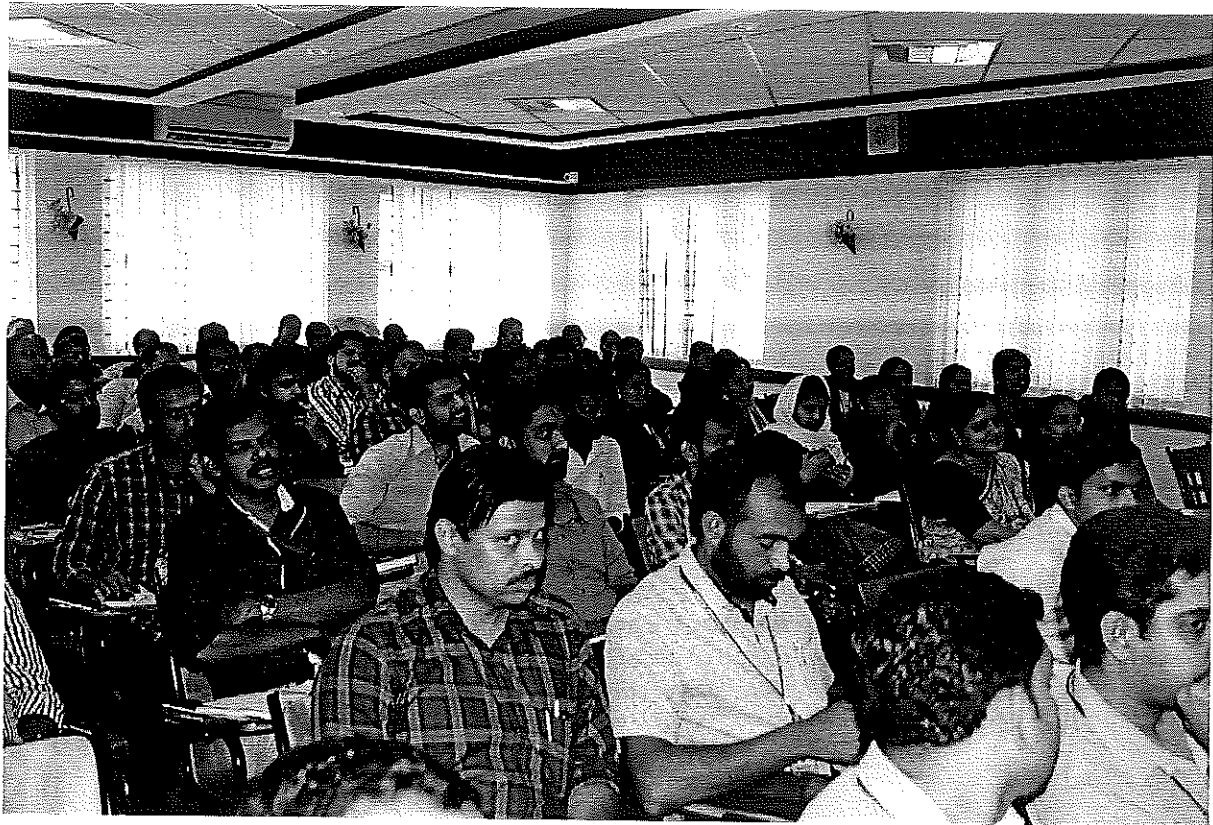
The IQAC cell of MBCCET organized an FDP on File Management for NAAC Accreditation on 2<sup>nd</sup> and 3<sup>rd</sup> October 2019 for all the faculty members of MBCCET, Peermade. The college is doing the works for the Accreditation and this programme was meant to understand the procedures of the NAAC Accreditation process. The class was led by, Dr. Zacharia T V, IQAC Coordinator, EMEA College of Arts and Science, Kondotti, Malappuram, Kerala. The programme had 6 different sessions to explain the seven criteria for the Accreditation process. All the faculty members attended the programme. The response of the faculty was too positive till the end of the programme which manifested the success of the programme.

**AIM:**

The two-day faculty development programme was arranged to understand the objectives and procedures for the file management process for NAAC accreditation process according to the new regulations from January 2019. This was an opportunity for the faculty to clarify queries and doubts regarding the process of NAAC Accreditation process.

**INAUGURAL CEREMONY**

The inaugural ceremony of the programme was held at PTA Seminar hall on 2<sup>nd</sup> October 2019 at 9.30 am. Dr. Anoop KJ (Dean, Academics) welcomed the gathering and introduced the Chief resource person, Dr. Zacharia T V. Dr. Zacharia T V inaugurated the one-day faculty development programme. The principal of the institution presided over the meeting. There was also the presence of Rev. Fr. Kuruvilla Perummal Chacko (Students' Advisor) and Dr. Nirmala Joseph (Dean, Student Affairs).



#### **PARTICIPANTS:**

Dr. Pradeep. C (Principal)

Dr. Anoop K.J (Dean, Academics)

Dr. Nirmala Joseph (Dean, Student Affairs)

HoDs (All departments)

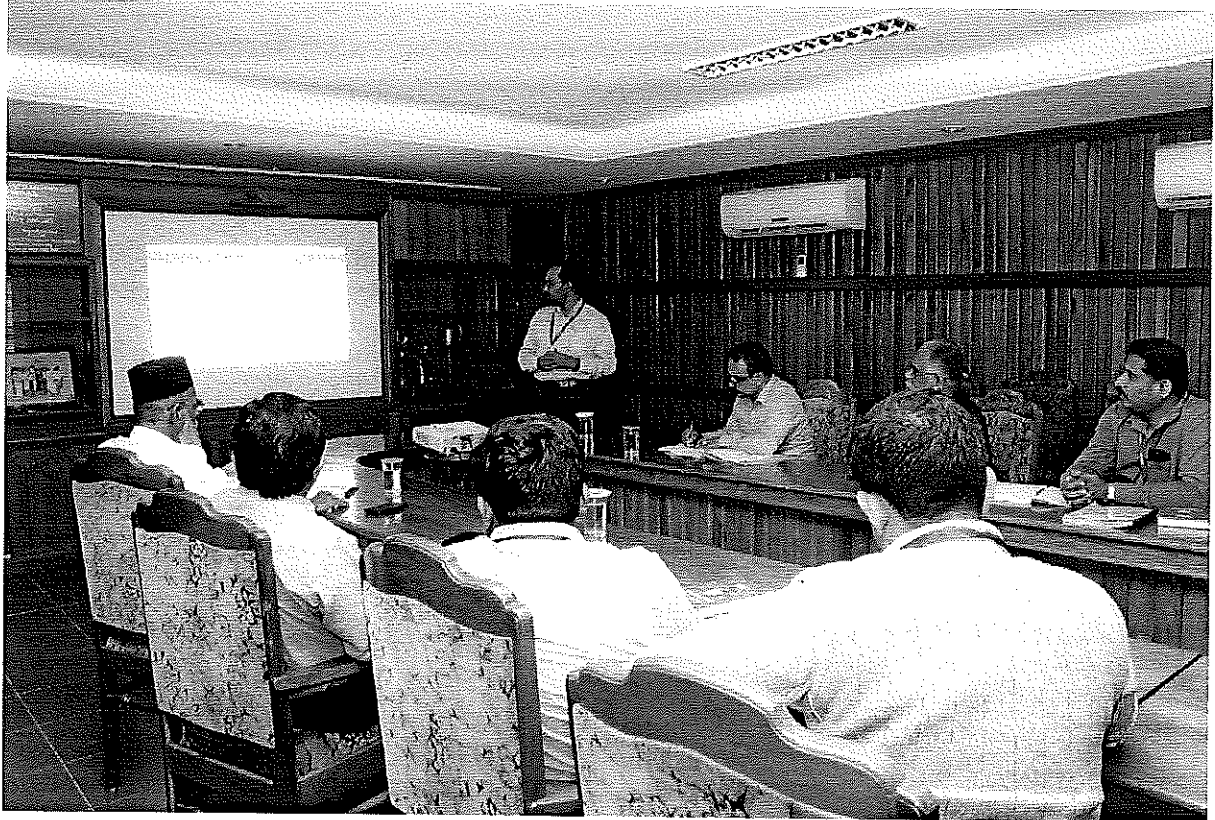
All the faculty members of MBC CET.

#### **FEEDBACK:**

A feedback about the programme was given by Prof. Robins Anto (HoD, EEE) and Dr. Teena Joseph (Associate Professor, CSE). Both of them commented about the positive aspects of the programme. They added that the resource person was too good in conducting a whole day programme by herself without a single tiring moment.

## CLOSING CEREMONY

The closing ceremony was held at nearly 3.30 pm on 3<sup>rd</sup> October. Participation certificates were distributed to HoDs of all departments. Dr. Anoop K. J. (Dean, Academics) rendered the vote of thanks. The FDP ended with 'National Anthem'.



*Anoop*



*P. J. ...*  
Principal  
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