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

INTERNAL QUALITY ASSURANCE CELL

MBC/IQAC/N/2017/01

01/02/2017

NOTICE

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on 16th February 2017 in Conference Hall at 10.30 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: 16/02/2017

Location: Conference Hall

Time: 10:30 AM

Called by: IQAC Coordinator

Attendees: IQAC Members

Agenda:

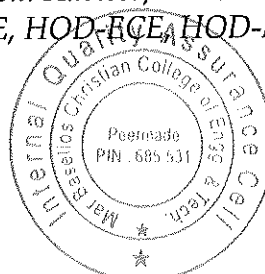
1. Discussion on IQAC Structure
2. Discussion on Quality Policy
3. Discussion on Role, Responsibility and Functions of IQAC
4. List of documents to be prepared
5. List of formats
6. Audit mechanisms


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 Boards



Principal
Mar Baselios Christian
College of Engineering & Technology
O. Pallikkunnu, Peermade-685 531



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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting held on 16 February 2017

MBC/IQAC/MoM/2017/01

16/02/2017

Agenda

- Discussion on IQAC Structure
- Discussion on Quality Policy
- Discussion on Role, Responsibility and Functions of IQAC
- List of documents to be prepared
- List of formats
- Audit mechanisms

Members Attended

Dr. Pradeep C	Principal	
Prof. Elias Janson	HOD / ECE	
Mr. Varghese E. P	Head, Office	
Prof. Anish M. George	Asst. Prof / ECE	
Prof. Pradeep P. Mathew	Asst. Prof / CSE	 Pradeep 16/2/2017
Prof. Bobeena George	Asst. Prof. / CE	
Prof. Geethos Ninan	Asst. Prof / ECE	
Prof. Snehapriya Sebastian	Asst. prof / EEE	
Prof. Rojin Mathews	Asst. Prof / Mech	
Prof. Divyamol	Asst. Prof / S & H	
Mr. Cheriyan Thomas	Head, Project Dent	
Mr. Deepu Jacob	Head, System Admin	
Ms. Sunu P. Raju	Head, Library	
Prof. Soumya Sara Koshy	Asst. Prof/ CE	



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Sl. No	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
1	Pending points from previous Management Meeting	No Pending Points				
2	Approval of Agenda		Accepted			
3	IQAC Structure	Dr. Pradeep C, Principal had highlighted the roles and responsibilities of individuals.		Have to discuss the same with College Management Committee.	*Dr. Pradeep. C - Chairman *Prof Elias Janson - Chief Coordinator *Mr. Varghese E.P - Office Coordinator *Prof. Anish M George - Coordinator *Prof. Pradeep P. Mathew - Nodal Officer *Prof. Bobeena George - Member *Prof. Soumya Sara Koshy - Member *Prof. Geethos - Member *Prof. Snehapriya Sebastian - Member *Prof. Rojin Mathews - Member	



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					<p>*Prof. Divyamol - Member</p> <p>*Mr. Cheriyan Thomas - Member</p> <p>*Mr. Deepu Jacob - Member</p> <p>*Ms. Sunu P. Raju - Member</p>
4	<p>Quality Policy, Functions and Responsibilities of IQAC</p>	<p>The vision and mission of the institute was first explained.</p>	<p>*Quality Policy: To emphasize & inculcate a quality culture with responsive, reliable and transparent efforts through a combination of self and external quality evaluation.</p> <p>* Quality Objective: #To fulfil the vision and mission of the institute in the light of its quality policy. #To develop a system for conscious, consistent and catalytic action to improve the academic performance of institution. #To promote quality culture and implementation of best practices. #To implement sustainable Quality Management System to enhance Quality in Education.</p>	<p>*HODs to review the Quality Policy in departments</p> <p>*Quality policy, role, responsibilities and functions of IQAC is to be resolved by Prof. Anish M. George, Coordinator will take initiative to design first version IQAC Quality Manual.</p>	<p>Key parameters were considered like quality, quality culture microscopic approach, communication of policy to each and every person who is involved in growth of the institute, transparency.</p>
5	<p>Documents Discussed:</p>	<p>Prof. Anish M George</p>	<p>* All the documents were finalized.</p>		



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		had explained the various documents required for teaching process.	* Rough draft of each format based on the final document was prepared.			
6	List of formats:	List of formats finalized by the members of IQAC.	<ul style="list-style-type: none"> *Quality Objective Status *Academic Calendar *Master Time Table, Load Distribution *Timetable – Classroom & Laboratory *Teaching (Theory & Practical) Plan *Attendance Sheet *Lab Manual *Consolidated Monthly Student Record *Syllabus coverage Report *Test Timetable *Result Analysis *Student feedback form *Mentor Scheme *Seminar & Project List (TE/BE) *Slow learner scheme *Schedule for Extra Lectures *Equipment History Register *Publication & Awards won by Student and Staff *Report of External Training / Workshop *Summary of Trainings! Workshop *Training & Placement Record. 			



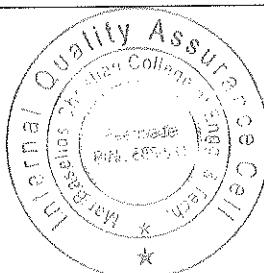
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7	Audit mechanisms:	*Decided to form committee in each department which included Head Of the Department , department IQAC coordinator and one or two senior members.	*Inter departmental committee will visit and check all the documents.	*Correct filled format will be marked as 'C' (means Conformity), *Available but not in correct format will be marked as 'O' (observation) *For document not found marked as 'NC' (non conformity).	*Department Heads and committee members. * In case of 'Os' and 'NCs' re-audit will be arranged to complete observations and non- conformity.	30 th March 2017.
8	Date of next meeting.	Next semester.				

ACTIONS TAKEN REPORT

Improvement of the effectiveness of the quality management and its processes	<ul style="list-style-type: none"> • Quality policies and Objectives are being introduced. • New audit mechanism has been introduced.
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[Signature]
IQAC Coordinator



[Signature]
Principal

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