



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

**INTERNAL QUALITY ASSURANCE CELL**

MBC/IQAC/N/2018/03

19/03/2018

**NOTICE**

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on 23<sup>rd</sup> March 2018 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 take necessary action in this regards.

Date: 23/03/2018

Location: Conference Hall

Time: 10:30 AM

Called by: IQAC Coordinator

Attendees: IQAC Members

**Agenda:**

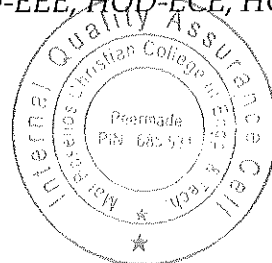
1. Approval of agenda.
2. Confirmation of the minutes of the previous IQAC meeting.
3. Changes in IQAC Composition.
4. Discussion of Revised NAAC Manual based on Quality Indicator Framework (adopted from July 2017).
5. Introduction of CO-PO attainment process.
6. Any other item with the permission of Chairman.

  
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



PRADSEB  
Principal  
Mar Baselios Christian  
College of Engineering & Technology  
D. Pallikkunnu, Peermade-686 531



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**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of IQAC Meeting held on 23 March 2018**

MBC/IQAC/MoM/2018/03

23/03/2018

**Agenda:**

- Approval of agenda.
- Confirmation of the minutes of the previous IQAC meeting.
- Changes in IQAC Composition.
- Discussion of Revised NAAC Manual based on Quality Indicator Framework (adopted from July 2017).
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- Any other item with the permission of Chairman.

**Members Attended:**

Dr. Pradeep C	Principal	
Prof. Elias Janson	HOD / ECE	
Mr. Varghese E. P	Head, Office	
Prof. Pradeep P. Mathew	Asst. Prof / CSE	
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 Dept.	
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	Approval of Agenda		Accepted			
2	Confirmation of minutes of the first IQAC Meeting		It was resolved that minutes of the Second IQAC meeting are confirmed.			
3	Changes in IQAC Composition				Prof. Arjun Hari (Professor in Electronics and Communication Department) is appointed as member on IQAC.	
4	Discussion of Revised NAAC Manual based on Quality Indicator Framework (adopted from July 2017)	Prof. Rojin Mathew has given Presentation on revised NAAC Manual which consists of new assessment Process revised	It is decided in meeting to form an institute level committee comprising a Chairman and two faculties as member. This committee will be the point of contact for all queries related to NAAC process. This committee will prepare and give the			



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		grading system, revised fess structure, and Criterion Wise Quality Indicator Framework (QIF). Chairman Dr. Pradeep. C and Dr. Joby P.P suggested constructive inputs about some key indicator points.	necessary guidelines to all departments and sections of institute to prepare files of supporting documents. It was suggested by Chairman to circulate revised NAAC Manual among all department and section of institute. He also instructed to study this revised NACC Manual and Devise new process essential to fulfil the NAAC requirement.			
5	<b>Introduction of COPO attainment process</b>	It is resolved in meeting to introduce CO-PO attainment process for theory subjects of all classes.			Chairman has given responsibility to Prof. Bobeena to identify the tools and design the formats for CO-PO attainment process for theory subjects.	15 <sup>th</sup> April 2018
6	<b>Suggestions from other members</b>	To start NPTEL (National Program on Technology Enhanced Learning) institute local chapter.				



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7	<b>Any other item with the permission of Chairman</b>	As institute is planning to apply for NAAC with respect to this chairman suggested to initiate process of ERP Software Purchase. It is decided in meeting that Systems section will collect the quotations from different vendors and arrange software demos accordingly.				
8	<b>Meeting Concluded with thank you note.</b>					



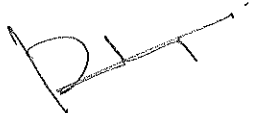
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**ACTIONS TAKEN REPORT**

	<p><b>Improvement of the effectiveness of the quality management and its processes</b></p>	<ul style="list-style-type: none"><li>• CO-PO attainment has been made mandatory for all subjects and lab files.</li><li>• NAAC criteria charges has been given to all staff members.</li></ul>
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IQAC Coordinator



  
Principal

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