



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

INTERNAL QUALITY ASSURANCE CELL

MBC/IQAC/N/2020/01

20/01/2020

NOTICE

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 6th February 2020 in Conference Hall at 10.30 AM.

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

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

Date: 06/02/2020

Location: Conference Hall

Time: 10:30 AM

Called by: IQAC Coordinator

Attendees: IQAC Members

Agenda:

1. Preparation for NAAC Accreditation.
2. Discussion on the quality improvement programs for this semester.
3. NBA Accreditation plans

IQAC Coordinator

Chairman

Copy to:

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



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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting held on 6th February 2020

MBC/IQAC/MoM/2020/01

06/02/2020

Agenda:

1. Preparation for NAAC Accreditation.
2. Discussion on the quality improvement programs for this semester.
3. NBA Accreditation plans

Members Attended:

Dr. Pradeep C	Principal	
Mr. K.A Abraham	Bursar	
Dr. Nirmala Joseph	Dean, Student affairs	
Fr. Kuruvila Perumal Chacko	Students Advisor	
Dr. Anoop KJ	IQAC Coordinator	
Prof. Elias Janson . K	HOD / ECE	
Dr. Roja Abraham	HOD/Mech	
Dr. Manoj Nallanathel	HOD/CE	
Dr. Chithra. V S	Assoc. Prof/CE	
Prof. Rahul Ajithkumar	Asst. Prof / CSE	
Prof. Josmi George	Asst. Prof/CSE	
Prof. Rasmara S	Asst. Prof/EEE	
Dr. Zacaria T V	HOD/ Dept. Political Science, EMEA College of Arts and Science, Kerala.	
Mr. Viju. P. Chacko	Reporter, Malayala Manorama, Peermade	
Sneha Grace Abraham	Student- B.Tech / CSE.	
Mr. Akhil Shaji	Alumni-Software Engineer, Petrolink Software Service.	
Mr. Abraham Kuriakose Omathil	Industrialist -Joint Secretary, The Kerala State Small Industries Association.	
Thankachan K C	PTA , Ex- Service man.	



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Sl. No	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
1	Confirmation of minutes of the Previous IQAC Meeting		Completed SSR Preparation. Uploaded SSR in NAAC Portal DVV Clarification Submitted	No Pending action		
2	Discussion regarding the DVV Clarification and File preparations.	Discussed about the DVV Clarification especially regarding the criterion related to paper publication and APJAKTU Guideship	Decided to rise queries to NAAC		IQAC coordinator	On or before 06 th February.
3	Discussion on the preparation of Departmental Presentation for NAAC Accreditation		Decided to conduct a Departmental presentation satisfying all the NAAC Criteria.		Heads of the Department	03 rd March 2020.
4	Discussion of progress of NBA works	Discussion about the Possibility of satisfying Prequalifier by different departments	Decided to submit filled Prequalifier details of each department.	Need to allot a NBA coordinator in each department for monitoring and controlling the progress of NBA works. Need staff coordinators for various criteria	Head of the Departments	Before 25 th February 2020.



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5	National Conference and MOOC	Discussion to conduct National Level conferences and Workshops on Outcome Based Education. There was also a suggestion arising with the students participation to be improved in the area of MOOC courses.	Decided to conduct National Level Conference for each department. For MOOC courses, Prof. Prashanth K G is given the charges to improve student's participation in the same. Immediate action has to be taken for NPTEL courses		Head of the departments. Prof. Prashanth K G is assigned with MOOC courses.	Month of April or May.
6	Value Added/Certificate courses	Discussion was carried about adding VAP and Certificate courses in various departments.	Decision was taken to identify and fill the curriculum gap by conducting VAP and certificate courses.	Need to identify curriculum gap and find the courses to fill the same	Head of the departments.	Month of July 2020.
7	Technical Invited Talks	Discussed about the conducting At least 2 TIT each department.	Decided to conduct at least 2 TIT in the department.	Need to identify the topics and resource person	Head of the departments.	Before the end of the semester.
8	Introduction to NBA and Assessment of OBE	Discussed to conduct an FDP to Faculty members	Decided to conduct FDP.	Identifying resource person.	IQAC	Before February 2020.



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9	Research Proposal	Discussion has carried out to improve research proposal	Decided to inform all the senior staff members to apply for funding	Identify the funding agencies and the date of application	C RiSE	Before semester end.
10	Journal papers	Discussed on the publication	Decided to make staff members to publish their research papers in at least UGC approved/Scopus Journals.		C RiSE	At least one or two in an year.
8	Meeting Concluded with thank you note by IQAC coordinator					

ACTIONS TAKEN REPORT

<p>Improvement of the effectiveness of the quality management and its processes</p>	<ul style="list-style-type: none"> Decided to Conduct National Level Conferences in each department. Decided to Conduct a training programme on Outcome Based Education. Decided for the proper documentation of different files as per the NAAC Criteria. Decided to start the NBA process in each Departments. Prof. Prashanth K G is assigned for improving the student's participation in MOOC courses. Decided to make MOUS with Core Companies in different domains.
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IQAC Coordinator


 Principal