



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

**INTERNAL QUALITY ASSURANCE CELL**

MBC/IQAC/N/2017/02

23/08/2017

**NOTICE**

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on 25<sup>th</sup> August 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 take necessary action in this regards.

Date: 25/08/2017

Location: Conference Hall

Time: 10:30 AM

Called by: IQAC Coordinator

Attendees: IQAC Members

**Agenda:**

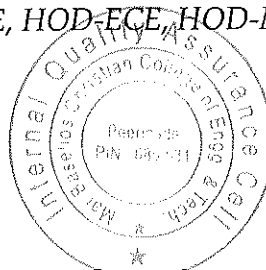
1. Approval of agenda
2. Confirmation of minutes of meeting of the first IQAC meeting
3. Institute level Committees
4. Internal Audit Review
5. Course and Program Outcome Mapping
6. Proposal for FDP/STTP/ Conference under QIP Scheme.

  
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



Dr. PRADEEP P  
Principal  
Mar Baselios Christian  
College of Engineering & Technology,  
Peermade, Peermade-685531



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**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of IQAC Meeting held on 25 August 2017**

MBC/IQAC/MoM/2017/02

25/08/2017

**Agenda:**

- Approval of agenda
- Confirmation of minutes of meeting of the first IQAC meeting
- Institute level Committees
- Internal Audit Review
- Course and Program Outcome Mapping
- Proposal for FDP/STTP/ Conference under QIP Scheme.

**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 25/8/17
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 first IQAC meeting are confirmed.			
3	Institute level Committees	<p>The chairperson suggested various Committees for smooth conduction of work at the Institute level. The main aim to form these portfolios was to delegate the responsibilities among the faculties and staff to do the quality work. These committees monitor the quality policies and plans of the institution for effective implementation. This was the best opportunity provided to the staff to groom their leadership. The rights were given to the staff to take decisions</p>	<p>The list of suggested portfolios is as below:</p> <ul style="list-style-type: none"><li>• T and P Cell</li><li>• Cultural Committee</li><li>• Examination Committee</li><li>• Canteen Management Committee</li><li>• Library Management Committee</li></ul>			



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		for effective implementation of quality polices.				
4	<b>Internal Audit Review</b>	Internal audit was held during the period of 1st and 2nd April 2017 for Department of Electrical and Electronics Engineering and Electronics and Communication and 3rd and 4th April for Mechanical, Civil and Computer Science Departments.	It was observed that all the documents mentioned by IQAC have been arranged in files satisfactorily. Few observations were made by the internal audit committee and the deficiencies were fulfilled by the concerned faculty members. Second audit was conducted to verify the same.			
5	<b>Mapping of Course and Program Outcomes</b>	It is resolved in meeting to introduce Course Outcomes (COs) to Program Outcome (POs) and Program Specific Outcome (PSOs) mapping process for theory and practical			Chairman has given responsibility to Prof. Rojin Mathews to design the necessary formats for the same.	4 <sup>th</sup> October 2017



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		subjects of all classes.				
6	<b>Proposal for Faculty Development Programs /Short Term Training/ conference under QIP Scheme</b>	Chairman encouraged all departmental members to submit proposals for faculty development program and/or Short Term Training Programs/ conference to the KTU University under QIP scheme.				
7	<b>Date of next meeting</b>	After discussion with the members, the next meeting was scheduled in next semester.  The meeting ended at 3:30 PM with the permission of the Chairman.				



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**ACTIONS TAKEN REPORT**

	<b>Improvement of the effectiveness of the quality management and its processes</b>	<ul style="list-style-type: none"><li>• ICT enabled classes.</li><li>• Model exam for failed students have been conducted.</li><li>• Inter departmental committee conducted Audit for all departments.</li><li>• Career oriented courses has been conducted for all departments.</li><li>• Coaching assist has been given to all dull students by the department staff members.</li></ul>
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IQAC Coordinator



  
Principal

Dr. PRADEEP C.  
Principal  
Mar Baselios Christian  
College of Engineering & Technology  
P.O. Pallikkunnu, Peermade-686 531