



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

INTERNAL QUALITY ASSURANCE CELL

MBC/IQAC/N/2019/05

04/01/2019

NOTICE

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on 30th January 2019 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: 30/01/2019

Location: Conference Hall

Time: 10:30 AM

Called by: IQAC Coordinator

Attendees: IQAC Members

Agenda:

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

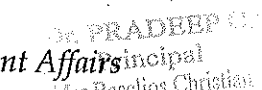

IQAC Coordinator




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


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



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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting held on 30 January 2019

MBC/IQAC/MoM/2019/05

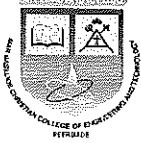
30/01/2019

Agenda:

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- Discussion of Revised NAAC Manual based on Quality Indicator Framework
- Introduction of CO-PO attainment process.
- Any other item with the permission of Chairman.

Members Attended:

Dr. Pradeep C	Principal	
Mr. K.A Abraham	Bursar	
Dr. Nirmala Joseph	Dean, Student affairs	
Fr. Kuruvila Perumal Chakko	Students Advisor	
Dr. Anoop KJ	IQAC Coordinator	
Prof. Elias Janson . K	HOD / ECE	
Dr. Roja Abraham	HOD/Mech	
Dr. Manoj Nallanathel	HOD/CE	
Dr. Chitra.	Assoc. Prof/CE	
Mr. Rahul Ajithkumar	Asst. Prof / CSE	
Prof. Josmi George	Asst. Prof/CSE	
Prof. Rasmara S	Asst. Prof/EBE	
Dr. Zacaria T V	HOD/ Dept. Political Science, EMEA College of Arts and Science, Kerala.	
Mr. Viju. P. Chacko	Reporter, Malayalamanorama, 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	Actions taken corresponding to the suggestions from previous meeting.	It was resolved that minutes of the previous IQAC meeting are confirmed.			
2	Changes in IQAC Composition	<p>The IQAC Committee is reconstituted by Parent representative, Industrialist, Alumni, Member from the local society, Management representative and senior staff members from various departments as per NAAC accreditation rules.</p> <p>New IQAC Coordinator is Nominated.</p>	<p>Members nominated:</p> <ul style="list-style-type: none"> • Mr. K.A Abraham (Bursar) • Dr. Nirmala Joseoh (Dean, Student affairs) • Fr. Kuruvila Perumal Chakko Students Advisor • Dr. Anoop K J, Dean (Academics) • Dr. Roja Abraham HOD/Mech • Dr. Manoj Nallanathel HOD/CE • Dr. Chitra. Assoc. Prof/CE • Prof. Josmi George Asst. Prof/CSE • Prof. Rasmara S Asst. Prof/EEE • Prof. Rahul Ajithkumar Asst. Prof/CSE • Dr. Zacaria T V HOD/ Dept. Political Science, EMEA College of Arts and Science, Kerala (Management) • Mr. Viju. P. Chacko Reporter, 	Approval from IQAC chair person		



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			<p>Malayalamanorama, Peermade.</p> <ul style="list-style-type: none"> • Sneha Grace Abraham Student- B.Tech / CSE • Mr. Akhil Shaji Software Engineer, Petrolink Software Service • Mr. Abraham Kuriakose Omathil Joint Secretary, The Kerala State Small Industries Association • Thankachan K C Ex-Service man <p>Dr. Anoop KJ is Nominated as the new IQAC Coordinator.</p>			
3	Introduction of CO-PO attainment process.	It is resolved in meeting to conduct a class on CO-PO attainment process for subjects and workshops, and various innovative teaching methodologies.			Chairman has given responsibility to the IQAC Coordinator to arrange a session on the same.	11/07/2019
4	Add-on Courses and Project oriented training programs.	Discussed the importance of add-on courses and project oriented training among students.	Decided to conduct Project oriented training, Add-on Courses, Technical talks among students.			



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5	About NPTEL (National Program on Technology Enhanced Learning) Chapter.	Staff Members were asked to join the NPTEL classes and promote online courses among students.	Decided to give instructions to all Faculty advisors to motivate students to join MOOC Courses.		Prof. Prasanth K G (Asst Professor/EEE Dept) is assigned the duties with the same.	
6	About Department Conferences.	The Chairperson suggested all department HOD's to conduct individual department conferences.	Decided to conduct department level national conference, collaborated with UGC approved journals.	Given instructions to all HOD's to assign coordinators for conferences.	All the HOD's were given the charges for the same.	Before June 2019.
7	Review of NAAC Works	Committee reviewed the progress of NAAC Accreditation works	Decided to ask report from various criteria heads regarding the progress of work.		IQAC Coordinator	Immediate
8	Meeting Concluded with thank you note. (Concluded at 11:30 PM)					



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ACTIONS TAKEN REPORT

	Improvement of the effectiveness of the quality management and its processes	<ul style="list-style-type: none"> • IQAC is reconstituted with new IQAC Coordinator and members for the effective functioning. • Decided to conduct department level conferences • Decided to increase MOOC Courses in campus. • Decided to review the progress of NAAC work.
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ECE	Technical session on Roadmap to success in Engineering	2/27/2019
	National Level Project Competition –Navriti’19	4/3/2019
	National conference on Information and Communication Engineering	5/9/2019
EEE	Two day workshop on Introduction to Mat lab	08/04/2019-09/04/2019
	"National Conference on Recent Advances in Electrical and Electronics Engineering -NCREEE’19".	4/27/2019
CE	Technical Invited Talk on Engineering Computer Software’s	2/7/2019
	Technical Invited Talk on Civil 3D	2/15/2019
	Technical Invited Talk on Geographic Information System	3/18/2019
	Technical Invited Talk on Concrete Concepts	3/19/2019
	National Conference on Developments and Innovation in Civil Engineering	4/30/2019
CSE	Technical Talk on Entrepreneurship	2/15/2019
	Project oriented training on IoT	14/02/2019-15/02/2019
	CCNA Training	05/02/2019-09/02/2019
	Technical Talk on Foundations to Computing and System Design	3/15/2019
	National Conference on Advances in Smart Computing and Data Science	5/8/2019
ME	Hands on Training workshop and Practical session on Autodesk Fusion Modelling and Parametric Principles	2/15/2019
	HVAC Design Principles and Essential Calculation	2/20/2019
	Virtual Reality Demo	2/12/2019
	"National Conference on Advances In Mechanical Engineering "	5/10/2019
	Add-on course in PG Diploma in Manufacturing and Design using CATIA	4/8/2019



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S&H	Report on National Science Day Celebrations Sponsored by KSCSTE & DST, Govt. of India.	2/21/2019
IQAC	Quality Assessment and Accreditation-New Guidelines-2k19	2/16/2019
	NAAC Accreditation-New Guidelines 2k19	2/8/2019

IQAC Coordinator

Principal



M. PRADHARAJ
Principal
Mar Baselios Christian
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C. Pallikkunnu, Peermada-685 531