



Mar Baselios Christian College of Engineering and  
Technology

Kuttikanam, Peermade – 685531

MBC/C/CIR/19/2024

Date:17-02-2024

*approved*  
*[Signature]*  
29/2/24

Circular

As part of strengthening the digital document management system of MBC, associated with various supporting agencies, a committee is constituted with following members with effect from 1<sup>st</sup> Feb 2024. Each member in the committee is equally responsible for uploading/maintain/verifying the documents within the specified dead line and need to conduct the review meetings frequently regarding the process and update the minutes and action taken with College Director.

1. AICTE Affiliation portal

Sl No	Name	Designation
1	Dr. V I George	Principal
2	Prof. Elias Janson K	Vice Principal
3	Fr. John Samuel	Office Manager
4	Mr. Shaiju Varghese	Office Superintend
5	Mr. Deepu Jacob	System Admin
6	Prof. Resmara S	IQAC Coordinator

2. APJ AKTU Affiliation section

Sl No	Name	Designation
1	Dr. V I George	Principal
2	Prof. Elias Janson K	Vice Principal
3	Fr. John Samuel	Office Manager
4	Mr. Shaiju Varghese	Office Superintend
5	Mr. Deepu Jacob	System Admin
6	Prof. Resmara S	IQAC Coordinator
7	Prof.Aby Alias	KTU Coordinator

3. DTE College Login

Sl No	Name	Designation
1	Dr. V I George	Principal
2	Mr. Shaiju Varghese	Office Superintend
3	Mr. Biju Kuriakose	Accounts Officer



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4. KEAM Portal

Sl No	Name	Designation
1	Dr. V I George	Principal
2	Mr. Shaiju Varghese	Office Superintend
3	Mr. Biju Kuriakose	Accounts Officer

5. My Payroll Master

Sl No	Name	Designation
1	Dr. V I George	Principal
2	Prof. Elias Janson K	Vice Principal
3	Fr. John Samuel	Office Manager
4	Mr. Shaiju Varghese	Office Superintend
5	Mr. Biju Kuriakose	Accounts Officer
6	Mr. Deepu Jacob	System Admin
7	Mr. Thomas P. Varughese	Lab Instructor Grade-II

6. Linways Academic Software

Sl No	Name	Designation
1	Dr. V I George	Principal
2	Prof. Elias Janson K	Vice Principal
3	Fr. John Samuel	Office Manager
4	Prof. Resmara S	IQAC Coordinator
5	Mr. Deepu Jacob	System Admin
6	Prof. Detty M. Panicker	Assistant Professor
7	Mr. Thomas P. Varughese	Lab Instructor Grade-II
8	Mr. Manoj Mathew	Lab Instructor Grade-II
9	Mrs. Asha V.K	Lab Instructor Grade-II

7. MBC Server Systems

Sl No	Name	Designation
1	Dr. V I George	Principal
2	Prof. Elias Janson K	Vice Principal
3	Fr. John Samuel	Office Manager
4	Prof. Ushus Maria Joseph	Assistant Professor
5	Mr. Deepu Jacob	System Admin
6	Mr. Manoj Mathew	Lab Instructor Grade-II



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### 8. Scholarship Portals & SC/ST portal


Sl No	Name	Designation
1	Dr. V I George	Principal
2	Prof. Elias Janson K	Vice Principal
3	Fr. John Samuel	Office Manager
4	Mr. Shaiju Varghese	Office Superintend
5	Mr. Gimmy K. Cherian	University Liaison Officer
6	Mrs. Dayana Johnson	Receptionist cum Lab Assistant

### 9. NIRF/NAAC Portal/ NBA Portal

Sl No	Name	Designation
1	Dr. V I George	Principal
2	Prof. Elias Janson K	Vice Principal
3	Mr. Shaiju Varghese	Office Superintend
4	Mr. Deepu Jacob	System Admin
5	Prof. Resmara S	IQAC Coordinator
6	Dr. Shaibu V.B.	Assistant Professor

### 10. College Website

Sl No	Name	Designation
1	Dr. V I George	Principal
2	Prof. Elias Janson K	Vice Principal
3	Fr. John Samuel	Office Manager
4	Mr. Shaiju Varghese	Office Superintend
5	Mr. Deepu Jacob	System Admin
6	Prof. Resmara S	IQAC Coordinator
7	Website Coordinators from all departments	

  
17-2-2024  
Principal

Copy to:

1. Director file, Principal file, Office, HR file
2. HOD-CE, HOD-CSE, HOD-ECE, HOD-EEE, HOD-ME, HOD-S&H
3. All Department, Notice Board