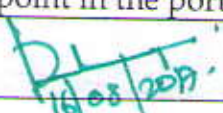


FORM NO: ADMN-1

Minutes of Meeting

Name of Meeting: HOD Meeting	Date: 09/08/2017
Name of Facilitator: Principal	Time: 11 Am - 12.30 Pm
Meeting type: Scheduled	Venue: Conference Hall
Attendees	
Rev. Fr. John Chirathillatu - Director	Dr. Pradeep C - Principal
Ms. Sneha Priya Sebastian - AP/EEE	Prof. Annie Chacko - HoD/CSE
Ms. Bintomol baby- AP/ECE	Mr. Resmara- AP/EEE
Prof. Roja Abraham Raju - HoD-ME	Dr. Nivin Philip - HoD/CE
Dr. Nirmala Joseph - Prof & Dean, Student Affairs	Dr. P P Joby - Prof & Dean, PRIS
AGENDA	
1. Academics	3. Result Analysis S8
2. KTU Registration	4. Other relevant matters
SL. #	DISCUSSIONS & DECISIONS
01	Discussed about S8 Results, CSE - 90%, EEE - 85%, ECE - 71.8%, ME - 70%, Discussed about the scheduled meeting of our Principal with VC regarding the result discrepancy in one subject in Civil Engineering.
02	Director and Principal Congratulated Mr. Ghilby Varghese, AP/CSE, Ms. Sherin Samuel, AP/EEE, Mr. Milan, AP/ME for getting 100% results.
03	The departments Identified the tough subjects and have planned for special classes between 4.30 Pm to 5.45 Pm on Tue, Wed and Thu.
04	It was Planned to conduct classes on 19.08.2017 and 26.08.2017 Saturdays with Special Time Table.
05	Suggested to have a Late Entry Registers in all departments to curb late coming students.
06	Discussed about KTU registration. It was informed to be careful while registering student details and selecting courses in KTU Portal. Also discussed about entering the Activity point in the portal.
Principal 	

Dr. PRADEEP C.
 Principal
 Mar Baselios Christian
 College of Engineering & Technology
 P.O. Pallikkunnu, Perumade-686 530

FORM NO: ADMN- 1

Minutes of Meeting

Name of Meeting: Academic Council	Date: 16/08/2017
Name of Facilitator: Principal	Time: 3.00 Pm – 04.30 Pm
Meeting type: Scheduled	Venue: Conference Hall
Attendees	
Dr. Pradeep C – Principal	Mr. Anoop Joy AP/EEE
Prof. Elias Janson – HoD/ECE	Prof. Annie Chacko – HoD/CSE
Rev. Fr. Kuruvilla Perumal Chacko – Student Advisor	Mr. Resmara- AP/EEE
Prof. Roja Abraham Raju – HoD-ME	Dr. Nivin Philip – HoD/CE
Dr. Nirmala Joseph – Prof & Dean, Student Affairs	Dr. P P Joby – Prof & Dean, PRI
AGENDA	
1. Academics	3. Onam Celebrations
2. KTU Registration	4. Other relevant matters
SL. #	DISCUSSIONS & DECISIONS
01	Principal informed about the newly formed Governing Board and its members.
02	First Series exams will be scheduled from 29 th August 2017. Two subject exam will be conducted on 29 th and 30 th August, After Onam Vacation remaining 4 subject exam will be conducted on 13 th , to 16th September 2017.
03	Onam Celebrations is scheduled on 31 st August 2017. Prof. Elias Janson, HoD/ECE and Rev Fr. Kuruvila Perumal Chacko, Student Advisor will be the Advisors. Ms. Josmy George, AP/CSE and Mr. Dhanesh J Dhanam, AP/ CE Will be the Co-ordinators. Staff Members and Students are permitted to wear acceptable traditional dresses on 31 st Aug 2017.
04	Mr. Anoop Joy, Ap/EEE, was nominated as Student Council Faculty Advisor and Ms. Josmy George, AP/CSE as the Treasurer for the academic year 2017-18.
05	KTU registration is almost Complete.
06	Laptop usage for S5 Students in the hostel may be sanctioned by the department. The CFA/FA should verify the purpose and usage.
07	Discussed about Conducting Science talent Test for Idukki Dt. Schools. Budget for the same may be submitted to the Principal.
Principal <i>P. Pradeep C.</i>	

Dr. PRADEEP C.
 Principal
 Mar Baselios Christian
 College of Engineering & Technology
 P.O. Pallikkunnu, Peermade-686 530

FORM NO: ADMN-1

Minutes of Meeting

Name of Meeting: Academic Council	Date: 23/08/2017
Name of Facilitator: Principal	Time: 2.00 Pm - 04.00 Pm
Meeting type: Scheduled	Venue: Conference Hall
Attendees	
Dr. Pradeep C - Principal	Prof. Amol Joy - AP/ECE
Prof. Robins Anto - HoD/EEE	Prof. Annie Chacko - HoD/CSE
Rev. Fr. Kuruvilla Perumal Chacko - Student Advisor	Mr. Resmara- AP/EEE
Mr. Manikandan - AP-ME	Dr. Nivin Philip - HoD/CE
Dr. Nirmala Joseph - Prof & Dean, Student Affairs	Dr. P P Joby - Prof & Dean, PRI
AGENDA	
1. Academics	3. Industry Collaboration/Consultancy
2. Dept./ College Level Publications	4. Quality Improvement
SL. #	DISCUSSIONS & DECISIONS
01	Discussed about the academic progress of each department. Principal informed to take necessary follow up action for all the actions initiated.
02	Mobile usage in the Men's hostel for S5 students should be restricted during study hours. Decision to be taken in PTA executive and class PTA.
03	Discussed about the importance of Quality improvement, and constituted IQAC Cell for the academic year 2017-18.
04	Principal informed the HoDs to encourage faculty and students to prepare and publish quality works done by students in projects and seminars.
05	Discussed and decided to identify 5 industries by each departments and have a MoU/ Collaboration with those industry.
06	Discussed about preparation of course file for Design Project.
07	Attendance entry in portal should be properly updated and should be published on 30.08.217.
08	All important communications such as result analysis, minutes of meetings, etc. should be mailed to pstopprincipal@mbcpeermade.com by the HoD.
09	Retest will be conducted only to students who were on leave/absent on medical grounds.
Principal	

Minutes of Meeting

Name of Meeting: Academic Council		Date: 30/08/2017	
Name of Facilitator: Principal		Time: 2.00 Pm - 04.00 Pm	
Meeting type: Scheduled		Venue: Conference Hall	
Attendees			
Dr. Pradeep C - Principal		Prof. Elias Janson - HoD/ECE	
Prof. Robins Anto - HoD/EEE		Prof. Annie Chacko - HoD/CSE	
Rev. Fr. Kuruvilla Perumal Chacko - Student Advisor		Mr. Resmara- AP/EEE	
Prof. Roja Abraham Raju - HoD-ME		Dr. Nivin Philip - HoD/CE	
Dr. Nirmala Joseph - Prof & Dean, Student Affairs		Dr. P P Joby - Prof & Dean, PRI	
AGENDA			
1. Academics		3. Class PTA	
2. Attendance Entry		4. Other Relevant Matters	
SL. #	DISCUSSIONS & DECISIONS		
01	Discussed about the enhancements required for HoDs in the attendance entry in the new CMS Portal		
02	Faculty members are informed to enter attendance for 2 hours for their subject series examination.		
03	Departments can conduct class PTA in the month of September. They may discuss about restriction of mobile usage during study hours, Remedial class attendance and about students staying back in the hostel for preparing for examination during study holidays.		
Principal			

Minutes of Meeting

Name of Meeting: Academic Council	Date: 13/09/2017
Name of Facilitator: Principal	Time: 2.00 Pm - 04.00 Pm
Meeting type: Scheduled	Venue: Conference Hall
Attendees	
Dr. Pradeep C - Principal	Mr. Amol Joy - AP/ECE
Prof. Robins Anto - HoD/EEE	Prof. Annie Chacko - HoD/CSE
Rev. Fr. Kuruvilla Perumal Chacko - Student Advisor	Mr. Resmara- AP/EEE
Prof. Roja Abraham Raju - HoD-ME	Dr. Nivin Philip - HoD/CE
Dr. Nirmala Joseph - Prof & Dean, Student Affairs	Dr. P P Joby - Prof & Dean, PRI
AGENDA	
1. Academics	3. Disciplinary Action
2. S6 Result Analysis	4. Other Relevant Matters
SL. #	DISCUSSIONS & DECISIONS
01	Discussed about the Result Analysis of S6 MGU. CE-65%, CSE-59.6%, ECE- 37.7%, EEE- 71.4%, ME-47.5%. All the department have shown steady improvement with this batch compared to previous semesters. ECE department can do better.
02	Review of I Series Exam will be conducted on 22.09.2017.
03	Discussed about conducting the class PTA in an effective manner.
04	Review on the incidents happened on Onam Celebration, and why the celebration got cancelled. Mechanical Department to submit a report on the misbehavior of their students and report about the main students who were involved in bringing elephant to the front of the college.
Principal	

Dr. PRADEEP C.

Principal

Mar Baselios Christian

C Engineering & Technology

P Akunnu, Peermade-686 530

Minutes of Meeting

Name of Meeting: Academic Council	Date: 20/09/2017
Name of Facilitator: Principal	Time: 2.00 Pm - 04.00 Pm
Meeting type: Scheduled	Venue: Conference Hall
Attendees	
Dr. Pradeep C - Principal	Prof. Elias Janson - HoD/ECE
Prof. Robins Anto - HoD/EEE	Mr. Pradeep P Mathew - AP/CSE
Rev. Fr. Kuruvilla Perumal Chacko - Student Advisor	Mr. Resmara- AP/EEE
Prof. Roja Abraham Raju - HoD-ME	Dr. Nivin Philip - HoD/CE
Dr. Nirmala Joseph - Prof & Dean, Student Affairs	Dr. P P Joby - Prof & Dean, PRI
AGENDA	
1. Academics	3. Course Selection-KTU
2. Internal Audit	4. Other Relevant Matters
SL. #	DISCUSSIONS & DECISIONS
01	Internal audit date was postponed to 04.10.2017 to 06.10.2017.
02	Discussed about KTU registration and course selection process. HoD's and CFA/FA to take at most care while entering/uploading student details and course selection in the portal. All data should be verified with original certificates before entering/uploading.
03	It was decided to conduct Sports day on 21.10.2017 .
04	Discussed about student union election. It was decided to elect student union chairman and other representatives on 28.09.2017.
05	23.09.2017 (Saturday) will be a working day on Monday/Special time table.
Principal	

RADEEP C.
 Principal
 Baselios Christian
 Engineering & Technology
 College, Perumadu-686 530

Minutes of Meeting

Name of Meeting: Academic Council		Date: 04/10/2017	
Name of Facilitator: Principal		Time: 2.00 Pm - 04.00 Pm	
Meeting type: Scheduled		Venue: Conference Hall	
Attendees			
Dr. Pradeep C - Principal		Prof. Elias Janson - HoD/ECE	
Prof. Robins Anto - HoD/EEE		Prof. Annie Chacko - HoD/CSE	
Rev. Fr. Kuruvilla Perumal Chacko - Student Advisor		Mr. Resmara- AP/EEE	
Prof. Roja Abraham Raju - HoD-ME		Dr. Nivin Philip - HoD/CE	
Dr. Nirmala Joseph - Prof & Dean, Student Affairs		Dr. P P Joby - Prof & Dean, PRI	
AGENDA			
1. Academics		3. Other Relevant Matters	
2. Series Test			
SL. #	DISCUSSIONS & DECISIONS		
01	Second Series Test will be scheduled between 19.10.2017 - 26.10.2017 for both KTU & MGU		
02	Regular class ends on 17.10.2017 for MGU		
03	19.10.2017 - 26.10.2017 special Time table may be scheduled by the department for MGU		
04	Internals shall be published on 30.10.2017, Internals shall be finalized on 01.11.2017 and uploaded in the portal on 02.11.2017		
05	HoD's shall discuss with 5 students from their dept about the scuffle that happened on 03.10.2017 at hostel Mess Hall and inform their findings.		
Principal			

Dr. PRADEEP C.
Principal
Mar Baselios Christian
College of Engineering & Technology
P.O. Pallikkunnu, Peermade-686.530

Minutes of Meeting

Name of Meeting: Academic Council		Date: 12/10/2017	
Name of Facilitator: Principal		Time: 2.00 Pm – 04.00 Pm	
Meeting type: Scheduled		Venue: Conference Hall	
Attendees			
Dr. Pradeep C - Principal		Prof. Elias Janson - HoD/ECE	
Prof. Robins Anto - HoD/EEE		Mr. Pradeep P Mathew - AP/CSE	
Rev. Fr. Kuruvilla Perumal Chacko - Student Advisor		Mr. Resmara- AP/EEE	
Prof. Roja Abraham Raju - HoD-ME		Dr. Nivin Philip - HoD/CE	
Dr. Nirmala Joseph - Prof & Dean, Student Affairs		Dr. P P Joby - Prof & Dean, PRI	
AGENDA			
1. Academics		3. In disciplinary Actions	
2. Internal Audit		4. Other Relevant Matters	
SL. #	DISCUSSIONS & DECISIONS		
01	Faculty handling KTU subjects should complete the syllabus before 17.11.2017. Model examinations shall be conducted from 19 th Nov to 26 th Nov, 2017.		
02	24 th Nov will be last working day for KTU. Nov 25 th Internal shall be published.		
03	External Audit feedback was discussed. The comments from the auditor was not encouraging with respect to the documents presented to him. A common document format should be followed throughout the Institution. Evidences is required for all the information presented.		
04	IQAC shall prepare common formats for all the documents and give it to the HoDs. Which in turn should be followed.		
05	Principal, IQAC Chairman, IQAC Coordinator, Prof. Josmy George-Internal Audit Coordinator and Prof. Resmara-KTU Coordinator shall discuss various types of documents required and Prepare accordingly.		
06	The Meeting was suspended due to an untoward incident created by the Mechanical department student's.		
Principal			

Dr. PRADEEP C.
Principal
Mar Baselios Christian
College of Engineering & Technology
P.O. Pallikkunnu, Peermade-686 530

Minutes of Meeting

Name of Meeting: Academic Council		Date: 17/10/2017
Name of Facilitator: Principal		Time: 2.00 Pm - 04.00 Pm
Meeting type: Scheduled		Venue: Conference Hall
Attendees		
Dr. Pradeep C - Principal		Mr. Amol Joy- AP/ECE
Prof. Robins Anto - HoD/EEE		Prof. Annie Chacko - AP/CSE
Rev. Fr. Kuruvilla Perumal Chacko - Student Advisor		Mr. Resmara- AP/EEE
Prof. Roja Abraham Raju - HoD-ME		Dr. Nivin Philip - HoD/CE
Dr. Nirmala Joseph - Prof & Dean, Student Affairs		Dr. P P Joby - Prof & Dean, PRI
AGENDA		
1. Academics		
2. Other Relevant Matters		
SL. #	DISCUSSIONS & DECISIONS	
01	Discussed about the action taken on ME department students and student - parent feedback about the incident happened on 12.10.17. HoD of ME, said that 90% of parents has turned to the department and he was satisfied with the developments.	
02	Critical subjects should be identified from each department and special attention should be given for the betterment of the academic result.	
03	A Book (Guide) with Question and Answers was said to be in the market for all the subjects. If the book is good, HoD can recommend the book for slow learners to get Pass in the subject.	
04	College council is scheduled on 20.10.2017 (Friday) 2.00 PM	
05	PTA Executive is scheduled on 20.10.2017 (Friday 11.00 AM	
Principal		


Dr. Pradeep C.
Principal
Baselios Christian
College - Engineering & Technology
P.O. Pallukunnu, Permade-686 530

Minutes of Meeting


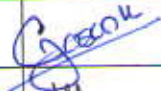


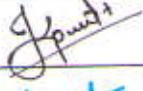





Name of Meeting: Academic Council		Date: 25/10/2017	
Name of Facilitator: Principal		Time: 11.00 AM - 12.30 PM	
Meeting type: Scheduled		Venue: Principal's Room	
Attendees			
Dr. Pradeep C - Principal		Mr. Amol Joy- AP/ECE	
Prof. Robins Anto - HoD/EEE		Prof. Annie Chacko - AP/CSE	
Rev. Fr. Kuruvilla Perumal Chacko - Student Advisor		Mr. Resmara- AP/EEE	
Prof. Roja Abraham Raju - HoD-ME		Dr. Nivin Philip - HoD/CE	
Dr. Nirmala Joseph - Prof & Dean, Student Affairs		Dr. P P Joby - Prof & Dean, PRI	
Prof. Elias Janson - HoD/ECE			
AGENDA			
1. Academics		4. Special Classes	
2. S3, S5 students Credit		5. Other Relevant Matters	
3. Attendance			
SL. #	DISCUSSIONS & DECISIONS		
01	The meeting started with a silent grief for a minute in view of the late Bishop H G Zacharias Mar Theophilos, Bishop of Kozhikode. The funeral will be on 26.10.2017. In view of funeral the church has declared holiday for the Institution on 26.10.2017(Thursday).		
02	Series Exam scheduled on 26.10.2017(Thursday) is postponed to 27.10.2017 AN (Friday).		
03	Faculty members willing to handle special classes can conduct on 28.10.2017(Saturday).		
04	Decided to publish Internals for MG university students on 03.11.2017.		
05	S7 Students will be restricted to enter the campus after 31.10.2017 for getting signature in Records/seminars etc. No students will be allowed to enter the college premises without proper Uniform.		
06	Discussed and presented the list of students of S7 who have shortage of attendance.		
07	Discussed about the no of students having lesser credits as per KTU regulations in S3 & S5. Out of 456 students 360 students have credits to promote to the higher semester (79%). 96 students are below the required credits (21%). In S3 195 students out of 237 will be promoted to S4 (82.3%). 42 students are in danger zone (17.7%). In S5 165 students out of 219 will be promoted to S6 (75.3%). 54 students are in danger zone.		

08	All departments shall prepare the details of students getting promoted to higher semester.
09	SMS system will effectively function from 27.10.2017. All department shall verify and submit the correct mobile numbers of parents.
10	Discussed about the discipline of S3 Students staying in hostel. Few students are staying in the hostel room during college hours with their rooms locked outside. All HoDs are empowered to visit the college hostel rooms and monitor and advise them to study.
11	
Principal	

Dr. Christian
 College of Engineering & Technology
 P.O. Pallikkulam
 Phone: 686 530

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Minutes of Meeting


Academic Year : 2017-18		Date: 01/11/2017	
Name of Facilitator: Principal		Time: 2.00 Pm – 4.00 Pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C - Principal		Prof. Elias Janson - HoD/ECE	
Prof. Robins Anto - HoD/EEE		Prof. Annie Chacko - ^{HoD} AP/CSE	
Rev. Fr. Kuruvilla Perumal Chacko Student Advisor		Mr. Resmara- AP/EEE	
Mr. Manikandan - AP/ME		Dr. Nivin Philip - HoD/CE	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Dr. P P Joby - Prof & Dean, PRI	
Mr. Amol Joy- AP/ECE			

AGENDA

1. Academics	3. Next Semester Plan
2. Internal Marks	4. Other Relevant Matters

S.No. DISCUSSIONS & DECISIONS

1.	Discussed about the portion coverage, In Most subjects 4 modules has been completed in all departments. It was decided to complete teaching the syllabus by 15.11.2017 and concentrate on revising the portions covered. 24.11.2017 will be the last working day for KTU.
2.	Decision was taken to conduct Model examination for S1, S3 & S5 students. Model examination shall be conducted for a minimum of 4 subjects for S3 and S5. The choice will be on discretion of HoD, CFA and subject handling faculty. Examinations will be conducted on 23 rd , 25 th , 27 th and 29 th Nov, 2017 for S3 and S5. For S1 all 6 subject examination will be conducted from 23 rd to 29 th Nov, 2017.
3.	Lab examination shall be completed as early as possible and then may convert lab classes into theory classes.
4.	Discussed about awarding internal marks. Consistency should be maintained while entering marks in the Course Diary and in the software. 5 marks for remedial may be awarded for the II series test with all evidences of remedial test QP, Answer sheet, etc.
5.	If faculty needs to conduct special classes on Sunday for portion completion. They shall conduct it during afternoon session.



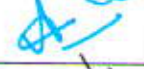
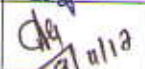




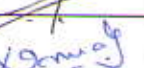


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6.	In the view of updating college websites and social media, When any events/activities are being planned to conduct in our college. The Event Coordinators are informed to register the event in a register kept in ITES department. Also they shall submit a write up with photographs after completion of the event.
7.	A session shall be handled for the first year students by the department HoD's on "How to prepare and write University exam" before the examinations.
8.	Discussed to have separate classes for first year EEE & ECE during the next semester
PRINCIPAL	

Dr. PRADEEP C.
Principal
 Mar Baselios Christian
 College of Engineering & Technology
 P.O. Pallikkunnu, Peermade-686 530

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 Academic Council	Format No.	GOV : D3.4
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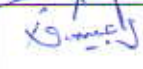

Minutes of Meeting

Academic Year : 2017-18		Date: 08/11/2017	
Name of Facilitator: Principal		Time: 2.00 Pm – 04.00 Pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C – Principal		Mr. Amol Joy- AP/ECE	
Prof. Robins Anto - HoD/EEE		Prof. Annie Chacko - AP ^{HOD} /CSE	
Rev. Fr. Kuruvilla Perumal Chacko Student Advisor		Mr. Resmara- AP/EEE	
Prof. Roja Abraham Raju - HoD/ME		Dr. Nivin Philip – HoD/CE	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Dr. P P Joby – Prof & Dean, PRI	
AGENDA			
1. Academics 2. Internal Marks		3. Next Semester Plan 4. Other Relevant Matters	
S.No. DISCUSSIONS & DECISIONS			
1.	It was discussed and decided to publish MGU students Internal marks on 10.11.17 and finalize on 14.11.17.		
2.	Discussed about the internal marks of KTU students. It was decided to enter the Test 1 and Assignment 1 marks into the campus portal before 13.11.2017.		
3.	Lab Examination should be conducted properly. Students should attend both objective questions and experiments for the examination.		
4.	External audit is scheduled for 3 days from 29.11.2017 to 01.12.2017.		
5.	Discussed about signing MOU with AutoCAD/Primavera training centre. Decided to analyse the fee and other concessions with more training centre.		
6.	Discussed about organizing college staff day on 16 th Dec 2017.		
			 PRINCIPAL

Dr. PRADEEP C.
Principal
Mar Baselios Christian
College of Engineering & Technology
P.O. Pallikkunnu, Peermade-686 530

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Minutes of Meeting

Academic Year : 2017-18		Date: 15/11/2017	
Name of Facilitator: Principal		Time: 2.00 Pm – 04.00 Pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C – Principal		Prof. Elias Janson – HoD/ECE	
Prof. Robins Anto - HoD/EEE		Prof. Annie Chacko – ^{HoD} AP/CSE	
Rev. Fr. Kuruvilla Perumal Chacko Student Advisor		Mr. Resmara- AP/EEE	
Prof. Roja Abraham Raju - HoD/ME		Dr. Nivin Philip – HoD/CE	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Dr. P P Joby – Prof & Dean, PRI	

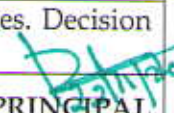
AGENDA

1. Academics	4. Time Table
2. Internal Marks	5. Arts & Tech Fest, Sports day
3. Model Exam	6. Other Relevant Matters

S.No. DISCUSSIONS & DECISIONS

1.	Internal marks of S7 (MGU) was discussed and finalized. Discussed about Internal marks of KTU, Model exam marks shall not be considered for Internal Marks. Model exam for 3 subjects (selected by dept) shall be conducted for S3 & S5 on 23 rd ,25 th and 27 th Nov 2017, Model exam for all subjects will be conducted for S1 from 23 rd Nov to 29 th Nov 2017
2.	18.11.2017(Saturday) will be a regular working day for the Institution with special time table. 25.11.2017(Saturday) model exams will be conducted as scheduled, Faculty assigned for invigilation duty must attend without fail.
3.	Discussed about vacation leave, It was decided to permit to take vacation leave from 25.11.2017. All faculty should be compulsorily present during KTU internal & external audit. HoDs shall provide their suggestions for refining vacation leave policies for the next academic year.
4.	Discussed about setting slot based or subject based time table for the next semester. It was decided to take decision in the next academic council after reviewing all possibilities in detail.
5.	Students who are in need of attendance relaxation form can collect it from college office.
6.	Discussed about conducting Arts fest, Tech fest and Sports day. It was decided to conduct Tech fest on 9 th and 10 th Feb, 2018. Decision is pending on Arts fest due to the rift between









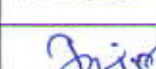
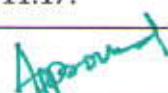
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	students of 3 rd years. Academic Council nominated Mr.Dhanish J Danam, AP/CE as coordinator for Tech fest and Mr. Ashif Ali, AP/ME as coordinator for Arts fest, Also Dr. Nivin Philip, CE/HoD, Prof. Annie Chacko, HoD/CSE and Prof. Roja Abraham Raju were nominated as advisors for both Arts & Tech fest.
7.	Series Test II marks and Assignment II entry in the campus portal shall be completed by 22.11.2017.
8.	Discussed about the inappropriate working of LCD projectors in some classes. Decision was taken to replace with a standby one.
<div style="text-align: right;">  PRINCIPAL </div>	

Dr. PRADEEP C.
Principal
Mar Baselios Christian
College of Engineering & Technology
P.O. Pallikkunnu, Peermade-686 530


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Minutes of Meeting

Academic Year : 2017-18		Date: 22/11/2017	
Name of Facilitator: Principal		Time: 2.00 Pm – 04.00 Pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C – Principal		Prof. Elias Janson – HoD/ECE	
Prof. Robins Anto - HoD/EEE		Prof. Annie Chacko - ^{HoD} AP/CSE	
Mr. Manikandan, AP/ME		Mr. Resmara- AP/EEE	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Dr. Nivin Philip – HoD/CE	
Dr. P P Joby – Prof & Dean, PRI			
AGENDA			
1. Academics 2. Internal Marks 3. Model Exam		4. Audit 5. Other Relevant Matters	
S.No. DISCUSSIONS & DECISIONS			
1.	Two days duty leave may be considered by the department for students applied for attendance relaxation who have participated in events like IEEE, CiTE, Sports etc. 23.11.17 and 24.11.17 model exam attendance shall be considered as subject wise attendance.		
2.	A meeting is scheduled on 25.11.17(Saturday) 11'0 clock for students who have issues/claims related to attendance.		
3.	Discussed about internal marks and overall attendance percentage of students of KTU.		
4.	Finalized consolidated internal marks verified by the HoD shall be submitted on 27.11.17, at 10 am.		
5.	KTU Internal audit has been postponed to 29.11.17 and 30.11.17.		
		 PRINCIPAL	

Dr. PRADEEP C.
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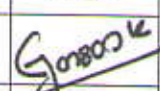


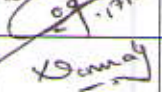




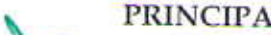
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8.	Faculty members shall monitor the discipline of students in the I year block during the break hours.
9.	A training programme shall be scheduled for Quality initiatives in our Institution during the month of January by the IQAC Cell.
10.	30.12.2017 will be a working day for all staff members. Alumni meet - 2017 is scheduled to be conducted on 30.12.2017. A minimum of 50 alumnus from each department is expected. Department alumni shall be formed on the same day.
11.	Christmas celebration for staff members is scheduled on 22.12.2017. Rev. Fr. Kuruvilla Perumal Chacko will coordinate the event.
 PRINCIPAL	

Dr. PRADEEP C.
 Principal
 Mar Baselios Christian
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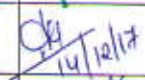


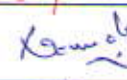




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Minutes of Meeting

Academic Year : 2017-18		Date: 27/11/2017	
Name of Facilitator: Principal		Time: 2.00 Pm – 04.00 Pm	
Meeting type: SoS		Venue: Principal Office	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C - Principal		Prof. Elias Janson - HoD/ECE	
Prof. Robins Anto - HoD/EEE		Prof. Annie Chacko - HoD/CSE	
Mr. Manikandan, AP/ME		Mr. Resmara- AP/EEE	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Dr. Nivin Philip - HoD/CE	
Dr. P P Joby - Prof & Dean, PRI			
AGENDA			
1. Internal Marks 2. Model Exam		3. Internal Audit	
S.No. DISCUSSIONS & DECISIONS			
1.	Discussed about the internal mark entry to KTU Web Portal. All the faculty shall take at most care while entering the mark and attendance to the portal. The marks entered in the course diary shall be the same as in the KTU web Portal. HoD's shall verify and submit a print out of the marks and attendance entered in the portal to the principal office by 4.00 pm today (27.11.17).		
2.	Discussed about student attendance for the model examinations.		
3.	Internal audit is scheduled on 29.11.17 and 30.11.17. So academic council scheduled on 29.11.17 remains adjourned.		
PRINCIPAL  Dr. PRADEEP C. Principal Mar Baselios Christian College of Engineering & Technology P.O. Pallikkunnu, Peermade-686 530			

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Minutes of Meeting


Academic Year : 2017-18		Date: 06/12/2017	
Name of Facilitator: Principal		Time: 2.00 Pm – 03.30 Pm	
Meeting type: Scheduled		Venue: Principal Office	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. John Chirathilattu- Director		Dr. Pradeep C – Principal	
Dr. Nivin Philip – HoD/CE		Prof. Annie Chacko – HoD/CSE	
Dr. Roja Abraham Raju – HoD/ME		Prof. Elias Janson – HoD/ECE	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Prof. Robins Anto – HoD/EEE	
Rev. Fr. Kuruvilla Perumal Chacko - Student Advisor		Mr. Resmara- AP/EEE	
Dr. P P Joby – Prof & Dean, PRI			

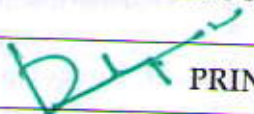
AGENDA

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|--|---|
| 1. Next Semester Plan
2. KTU related matters
3. Faculty Advisory System - Review | 4. IQAC Training Programme
5. Christmas Celebrations & Holidays
6. Other relevant matters |
|--|---|

S.No. DISCUSSIONS & DECISIONS

1.	Director briefed about the discussions in the governing council meeting that was held in the college premise on 23.11.2017. New computer lab in the main block was blessed by the president of the college on 23.11.2017.
2.	An alamara was requested by all departments to keep all the files safely in the department.
3.	HoDs shall submit the Subject allocation details to the time table coordinator at the earliest. Ms.Jaimi Paul, AP/SH & Ms. Soumya Sara Koshy, AP/CSE were nominated to time table committee.
4.	Academic calendar for the even semester 2017-18 was approved by the council. It was planned to start classes for S8 on 15.01.2018 and for KTU students on 04.01.2018.
5.	Faculty members taking invigilation duty should be vigilant for all the 3 hours. They are restricted to use mobile phones while invigilation duty.
6.	A staff meeting shall be conducted every semester prior to start of end semester examination.
7.	A review was made on the effectiveness of faculty advisory system. All 3 FA of a class shall involve equally and take care of the students allotted to them.

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	performance of our students. An Aptitude training programme has been planned for 3 rd year students in the month of January.
5.	It is mandatory for the students attending placement drive to follow professional dress code, defaulters will not be allowed to attend the placement drives.
6.	Progress of alumni meet was discussed. As on date about 70 alumnus have registered, discussed about the agenda & activities planned. Discussed about inviting former Bursar and other well-wishers of the institution to the alumni meet. The Alumni Meet Convener shall submit the budget to the principal at the earliest.
7.	College Reopening after Christmas Vacation will be on 01.01.2018. Staff Member attending alumni meet on 30.12.2017 may take compensatory off only on 01.01.2017.
8.	KTU Valuation Camp: Faculty members shall be present at the valuation venue by 10 a and evaluate the papers assigned to them till 4.00 pm.
 PRINCIPAL	

Dr. PRADEEP C.
Principal
 Mar Baselios Christian
 College of Engineering & Techn
 P.O. Pallikunnu, Peermade-68



Mar Baselios Christian College of Engineering
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Kuttikanam, Peermade - 685531

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Minutes of Meeting

Academic Year : 2017-18		Date: 13/12/2017	
Name of Facilitator: Principal		Time: 2.00 Pm - 04.00 Pm	
Meeting type: Scheduled		Venue: Principal Office	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C - Principal		Prof. Annie Chacko - HoD/CSE	
Ms. Bobeena George, AP/CE		Mr. Amol Joy - AP/ECE	
Dr. Roja Abraham Raju - HoD/ME		Ms. Sneha Priya Sebastian - AP/EEE	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Mr. Resmara- AP/EEE	
Rev. Fr. Kuruvilla Perumal Chacko - Student Advisor		Ms. Josmy George AP/CSE	
Dr. P P Joby - Prof & Dean, PRI		Mr. Abel George, Asst. Placement Officer	

AGENDA











1. Christmas Celebration
2. External KTU Audit - Review
3. Progress of Placement Activities
4. Progress of Alumni Meet
5. Other relevant matters

S.No. DISCUSSIONS & DECISIONS

1.	Discussed about the events planned for Christmas celebration. All staff members shall be present on 22.12.2017 in the college. All staff members are invited for Christmas celebration.
2.	A review on KTU external audit was done. A detailed feedback required for improvement given by the auditor will be circulated by Ms. Josmy George, KTU-Internal Audit Coordinator.
3.	All faculty members shall prepare course plan for the subject allotted to them for the even semester 2017-18. Regular Classes will commence for KTU students on 04.01.18. Two modules in each subject shall be completed by the end of January 2018. Special classes if required shall be conducted from January 2018. A test on module 5 and 6 will be scheduled in the month of April 18.
4.	Placement Officer briefed about the activities & training programmes conducted by the placement team. It was planned to concentrate more on core companies. He narrated the companies that are coming for on campus placement exclusively for our institution during the month of December and January. Also he gave the feedback about the off-campus

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Minutes of Meeting

Academic Year : 2017-18		Date: 22/12/2017	
Name of Facilitator: Principal		Time: 10.00 Am – 11.30 Am	
Meeting type: Scheduled		Venue: Principal Office	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C – Principal		Prof. Annie Chacko – HoD/CSE	
Dr. Nivin Philip – HoD/CE		Prof. Elias Janson – HoD/ECE	
Dr. Roja Abraham Raju - HoD/ME		Prof. Robins Anto - HoD/EEE	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Mr. Resmara- AP/EEE	
Dr. P P Joby – Prof & Dean, PRI		Mr. Milan K John- AP/ME	


AGENDA

- | | |
|--|---------------------------|
| 1. Course Plan & Time Table
2. Student Registration for Next Semester | 3. Other relevant matters |
|--|---------------------------|

S.No. DISCUSSIONS & DECISIONS

1.	All faculty members shall prepare course plan for the subject allotted to them for the even semester 2017-18. Two modules in each subject shall be completed by the end of January 2018. Special classes if required shall be conducted from January 2018.
2.	Changes in timetable if any may be modified internally with the knowledge of HoD. During Lab hours two faculty members assigned should be present in the laboratory for guiding and assessing the students. It is the responsibility of the project coordinator/supervisor to engage student's full hour as per the timetable. Students shall not roam outside or permitted to go to hostel during project hours.
3.	An academic pre-audit will be conducted as per schedule.
4.	Students carrying out project work externally shall be given duty leave for 15 days from January 15, 2018 to January 31, 2018. Regular attendance is mandatory from February 01, 2018.
5.	Discussed the changes in AICTE approval process book 2018-19.
6.	A faculty meeting shall be scheduled on 05.01.2018 at 3.15pm.
7.	A proposal for conducting an event Agnichakra by mechanical department was discussed. The council decided not to conduct any programme other than Tech Fest, Arts Fest and

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	Sports day during the even semester due to the shortage of time for completing the syllabus.
8.	An unauthorised carol event was conducted by some of the final year students staying in the college hostel along with day scholars. Academic council suggested taking disciplinary action on the students staying outside the campus entering the campus after 6.30 pm without permission. An enquiry committee was formed with Ms. Josmy, AP/CSE - Chairman, Lijosh Mathew, AP/ECE and Rojin Mathew AP/ME- as Members
9.	Discussed about the audio clipping along with writings that defames the Institutions reputation circulated in the social media by a student of S7/ME. Academic council suggested to terminate the student from hostel and take disciplinary action on the student.
 PRINCIPAL	

Dr. PRADEEP C.
Principal
Mar Baselios Christian
College of Engineering & Technology
P.O. Pallikkunnu, Peermade-686 530

CIRCULAR

Academic Council for the year 2017-18 is constituted with following members.

S.No	Name	Designation
1	Principal	Chairman
2	Student Advisor	Member
3	Dean - PRI	Member
4	Dean - Student Affairs	Member
5	HoD CE	Member
6	HoD CSE	Member
7	HoD ECE	Member
8	HoD EEE	Member
9	HoD ME	Member
10	AP/Phy. Edu.	Member
11	Placement Coordinator	Member
12	KTU Coordinator	Member
13	Librarian	Member


Principal

Dr. PRADEEP C.
Principal

Mar Baselios Christian

College of Engineering & Technology
P.O. Pallikkunnu, Peermade-686 530

Copy to:

1. Director File, Principal File, Student Advisor, Dean -PRI, Dean -Student Affairs
2. Office, HOD-CE, HOD-CS, HOD-EE, HOD-EC, HOD-ME, All Departments.
3. Above Members



MBC
Mar Baselios Christian
College of Engineering & Technology

Mar Baselios Christian College of Engineering and Technology

Kuttikanam, Peermade – 685531

MBC/IQAC/ACM/2017

ACADEMIC COUNCIL MEETING

NOTICE OF MEETING /PROCEDURE

1. Meeting of Academic council will be held on all Wednesdays of a month. Members of the Council are requested to keep themselves free on Wednesdays between 2.00 pm to 4.30 pm to attend the meeting.
2. Call for the meeting will be intimated to the council members through sms/mail by the (Principal) Chairperson.
3. Agenda of the meeting will be sent to the members through sms/mail.
4. Dean PRI is responsible for drafting the minutes of the meeting. If agreed by the council, the minutes of the previous meeting are approved and signed as a correct record by the (Principal) Chairperson.
5. Minutes of the meeting will be sent through mail to all the council members.
6. The following Council Members need not attend all the council meeting, unless they are invited for discussion related to their concern departments.
 - a) Placement Coordinator
 - b) Librarian
 - c) AP/Physical Education


PRINCIPAL

Dr. PRADEEP C.
Principal
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