



MBC
Mar Baselios Christian
College of Engineering & Technology

Mar Baselios Christian College of Engineering and Technology

Kuttikanam, Peermade - 685531

Academic Council

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MBC / ADM / AC / 2018/001

Academic Year : 2018-19		Date: 20/12/2018	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Pradeep C		Mr.Abraham K A	
Fr.Kuruvilla Perumal		Dr.Nirmala Joseph	
Prof.Annie Chacko		Prof.Elias Janson . I	
Prof.Robins Anto		Prof.Rasmara S	
Dr.Roja Abraham Raju			

AGENDA

1. Christmas vacation

2. Accreditation

3. General Discussion

S.No.

DISCUSSIONS & DECISIONS

1.	NAAC make visit, a committee will visit our college in february
2.	Expert talk should be planned during project hours (Minimum of 10 expert lectures)
3.	Duty leaves, including Valuation camp need to be informed to principal
4.	All faculty should submit a paper with their students (B-Tech Project)
5.	College will reopen on 31 st December 2018 after Christmas vacation

PRINCIPAL

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

No: MBC/AC/2019/01

Date: 01st January 2019

NOTICE

A meeting of Academic council members is scheduled at Principals Office on 1st January 2019 at 02:00 PM. Please make it convenient to attend.

Agenda


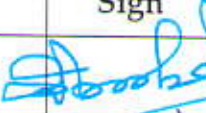



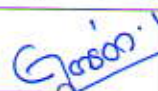



1. Relevant matters.

Copy to-

1. BURSAR
2. Dean (Academics, Students welfare)
3. HoD (CE, CSE, ECE, EEE, ME)
4. KTU Coordinator



PRINCIPAL

Academic Year : 2018-19		Date: 13/12/2018	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Pradeep C		Mr.Abraham K A	
Fr.Kuruvilla Perumal		Dr.Nirmala Joseph	
Prof.Annie Chacko		Prof.Elias Janson . K	
Prof.Robins Anto		Prof.Rasmara S	
Dr.Roja Abraham Raju			

AGENDA

1. S8 Project

2. Admission

S.No.

DISCUSSIONS & DECISIONS

1.	MBC is conduction free Engineering Entrance crash course for Plus two science students
2.	Online Examination for students outside kerala
3.	Project Hour for S8 Students Should be 18 hours per week
4.	Students should be engaged in Laboratory, IT Block, Library or in Class room during Project hours
5	Project will be completed only if students submit the participation certificate in conference, workshops, symposiums or journal of national importance.

PRINCIPAL

Dr. PRADEEP C.
Principal

Mar Basilio Christian
College of Engineering & Technology
P.O. Pallikunnu, Peermade-686 436

Academic Year : 2018-19

Date: 20/12/2018



MBC
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Academic Council


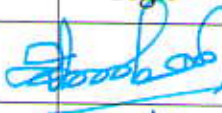
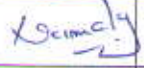
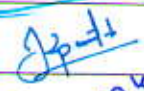



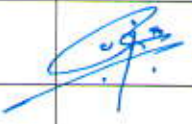

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Academic Year : 2018-19		Date: 28/11/2018	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Pradeep C		Mr.Abraham K A	
Fr.Kuruvilla Perumal		Dr.Nirmala Joseph	
Prof.Annie Chacko		Prof.Elias Janson . K	
Prof.Robins Anto		Prof.Rasmara S	
Dr.Roja Abraham Raju			
AGENDA			
1. Internal Finalization		3. Condonation	
2. Feed Back of External Audit		4. General Discussion	
S.No.	DISCUSSIONS & DECISIONS		
1.	<p>Council discussed the analysis of internal marks obtained by students for various subject from 1st year to 4th year, follow recommendations were suggested.</p> <ul style="list-style-type: none"> Each faculty have the provision to award maximum marks in assignment by compelling students to resubmit their assignment. A Module test is scheduled from 30th November, portions should be module 5 and 6 (40 Marks and 2 hours) for those students who have internal marks less than 22.5. For first year student's marks can be considered from Model Exam. The marks obtained can be replaced by first or second Series examination (Best 2 from 3 can be taken. But normalize the internal marks to a maximum of 22.5. Submit the answer sheets and question paper to exam cell after valuation. List of students attending model test should be given to principal. The marks obtained should be submitted to principal and take permission to replace the marks 		
2.	If parents call and take permission from FA, student could be permitted to go home during study holidays		

3.	Condonation on medical grounds, will be considered only for long illness for a min of 5 day
4.	From December 1st faculty can avail Single vacation leave (SVL)
5	Christmas vacation starts from 22nd December, college will reopen on 1st January after vacation.
6	External Auditor appreciated the effort of faculty in documentation and file preparation
7	Faculty should improve remedial action plan. Plan should be supported with CO attainment.
8	Start preparing attainability for each subjects
9	Valuation of CO5 and CO6 can be done by using feedback forms.
10	Preparation for NAAC should begin from January 2019, plan to submit IIQ in March and prepare for visit in June
11	Staff get-together may be planned in January 2019.
PRINCIPAL	

Dr. PRADEEP C.
Principal
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Academic Year : 2018-19		Date: 14/11/2018	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Pradeep C		Mr.Abraham K A	
Dr.Nirmala Joseph		Fr.Kuruvilla Perumal	
Dr. Nevin Philip		Prof.Elias Janson. K	
Prof.Annie Chacko		Prof.Robins Anto	
Dr.Roja Abraham Raju		Prof.Rasmara S	

AGENDA




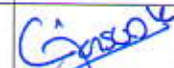




1. Internal Audit
2. Internal Marks

3. Model Exam
4. General Discussion

S.No.

DISCUSSIONS & DECISIONS

1.	Introduced Mr.K A Abraham, Bursar of our college to Academic Council.
2.	HoD's must ensure that documents submitted to principal are in correct format. Incorrect formatted reports will be rejected here after.
3.	Ensure that the expenses in Global Photostat for each department should not exceed Rs 1500. Hard binding of course files are not required, course files can be safely kept in cardboard files / Hard Paper files.
4.	By 22 nd Rough internal should be published, without any moderations, all moderations can be decided by internal finalization committee.
5.	A faculty appraisal form will be circulated, all faculties should fill and submit it to HoD by 8 th Dec and HoD should forward the same with their comments before 15 th December.
6.	23 rd and 24 th second internal audit by principal

Academic Year : 2018-19		Date: 08/11/2018	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Pradeep C		Dr.Nirmala Joseph	
Fr.Kuruvilla Perumal		Prof.Elias Janson	
Prof.Annie Chacko		Prof.Rasmara S	
Prof.Robins Anto		Dr. Nevin Philip	
Dr.Roja Abraham Raju			
AGENDA			
1. Enquiry Report		3. Result Analysis	
2. Retest		4. General Discussion	
S.No.	DISCUSSIONS & DECISIONS		
1.	Discussed the report of enquiry committee against the incidents happened on 5 th and 6 th October 2018- Decided to continue with disciplinary actions		
2.	Submit Result analysis by Wednesday (14 th Nov)		
3.	Publish rough Internals without moderation by 24 th Nov		
4.	Last working day for students will be on 1 st December 2018.		
5	For first year students, Regular classes should be completed on 24 th November		
6	Model exam for all 1 st years students from 26 th , 27 th , 28 th , 29 th , 30 th Nov. and 1 st Dec		
7	Retest for both series examinations will be conducted from 19 th to 24 th Nov. question should cover 4 modules.		



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7	Reminder all faculties should give model question papers and question banks to students.
8	17 th and 24 th November will be working days with Tuesdays Timetable.
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Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Pradeep C		Dr.Nirmala Joseph	
Fr.Kuruvilla Perumal		Prof.Elias Janson. K	
Prof.Annie Chacko		Prof.Rasmara S	
Prof.Robins Anto		Dr. Nevin Philip	
Dr.Roja Abraham Raju			

AGENDA

1. Mid Term Internal
2. Model Test

3. Green Audit Workshop
4. General Discussion

S.No.

DISCUSSIONS & DECISIONS

1.	All faculties should submit Two model question papers before 20th Nov.
2.	Model test for higher semester students can be conducted by concerned faculty.
3.	Mid term internals to be published before 29 th November (Saturday). Consider Attendance till 16 th October. Students having any grievances regarding marks and attendance should contact concern faculty.
4.	<p>All students of each semester should be give rank based on their attained CGPA. Credit list should have 3 classes-</p> <p>A Good learners. 95% Credits</p> <p>B Medium learners. 56% - 94% Credits</p> <p>C Slow learners. Below 55% Credits</p> <p>Rank should be given for each class. Like A1, A2, A3, A4.....B1, B2, B3.....C1, C2, C3, C4. This is for identification of each student.</p>



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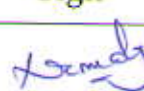

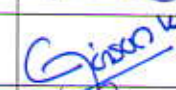




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5&6 module test can be conducted by respective faculty in their respective classes.

PRINCIPAL,


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

Academic Year : 2018-19		Date: 15/10/2018	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Pradeep C		Dr.Nirmala Joseph	
Fr.Kuruvilla Perumal		Prof.Elias Janson . K	
Prof.Annie Chacko		Prof.Rasmara S	
Prof.Robins Anto		Dr. Nevin Philip	
Dr.Roja Abraham Raju			

AGENDA

- | | |
|------------------------------|------------------------|
| 1. Series Exam | 3. Course registration |
| 2. Seminar Report Evaluation | 4. General Discussion |

S.No.

DISCUSSIONS & DECISIONS

1.	Dates for second series examination were 29,30 & 31 Oct 5,7 & 8 Nov
2.	Students who are Hindu can leave the campus on Wednesday from noon time.
3.	27 th October, 3 rd 10 th 17 th and 24 th November above all Saturdays are working days.
4.	Ensure that Minimum hours directed by university should be attained by each faculty.
5.	Attendance relaxation will be only as per university rule; genuine case can be considered.
6.	2 nd series can be liberal, common boosting can be given as per faculty preferences. Individual boosting should not be provided any students. Only common moderation should be given as per direction from internal finalization committee.
7.	Complete course registration before 17 th October. CFA should be ready to come on Saturday if required for course registration.



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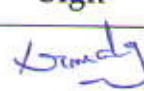

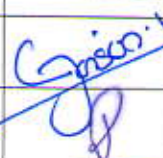



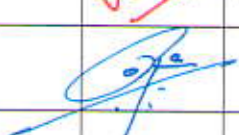
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5	All student in Class A need to be provided with value added courses.
6	Inform Student's Advisor during the night class. Forwards a copy of permission letter to Add. Chief warden
7	Green audit workshop- 5 members from each department 18 th and 19 th November 2018
PRINCIPAL	

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

Academic Year : 2018-19		Date: 06/10/2018	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Pradeep C		Dr.Nirmala Joseph	
Fr.Kuruvilla Perumal		Prof.Elias Janson	
Prof.Annie Chacko		Prof.Rasmara S	
Prof.Robins Anto		Dr. Nevin Philip	
Dr.Roja Abraham Raju			

AGENDA

1. Students Union Election
2. Actions against Strike

3. General Discussion

S.No.

DISCUSSIONS & DECISIONS

1.	University have not given any directions for the contest of union elections.
2.	Principal tried to convince students and requested to follow the previous rules which was followed in our college. Forth year students wanted to contents for election.
3.	Third year students didn't give nomination to any of the post in election. All third year students called strike and they protested near gate at 4.30pm and created issues.
4.	4 th year and 3 rd year students have involved in small fight near the gate at 5 30 pm.
5	Later at 7.30 third year students made issues in college hostel.
6	An enquiry committee was constituted to enquire about the issues.
7	Third years' students boycott their class, so their classes were suspended till further orders.




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and Technology


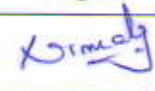






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8	Plagiarism check should be checked while submitting seminar report.
9	All first year students should fill the form in student's hand book, get it signed from their parents and submit it to principal by next week.
PRINCIPAL	


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

Academic Year : 2018-19		Date: 04/10/2018	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Pradeep C		Dr.Nirmala Joseph	
Fr.Kuruvilla Perumal		Prof.Elias Janson . K	
Prof.Annie Chacko		Prof.Rasmara S	
Prof.Robins Anto		Dr. Nevin Philip	
Dr.Roja Abraham Raju			

AGENDA

- | | |
|--------------------------------|-----------------------|
| 1. Series Examinations | 3. Sports Day |
| 2. Arts Day and Technical fest | 4. General Discussion |

S.No. DISCUSSIONS & DECISIONS

1.	It was observed some teachers are involving their hours with casual talk. Direct all faculty to take classes effectively.
2.	From January onwards, there will be some change in existing staff leave policies for smoother conduct of academics.
3.	Proposed date for 2 nd series examination is 29 th Oct to 3 rd Nov.
4.	Last working will be December 1 st 2018
5.	Module 5 & 6 test should be conducted from 24 th Nov- 30 th Nov.
6.	Tentative date for sport day is 5 th November.
7.	College will reopen on Dec 31 st after Christmas vacation



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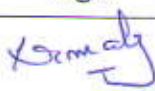






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PTA executive meeting was scheduled on Wednesday 10.30am. Parents meeting of 3rd years were scheduled on Wednesday 1:30 pm

PRINCIPAL

Dr. PRADEEP C.
Principal
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P.O. Pallikkunnu, Peermade-686 530

Academic Year : 2018-19		Date: 26/09/2018	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Pradeep C		Dr.Nirmala Joseph	
Fr.Kuruvilla Perumal		Prof.Elias Janson	
Prof.Annie Chacko		Prof.Rasmara S	
Prof.Robins Anto		Dr. Nevin Philip	
Dr.Roja Abraham Raju			

AGENDA

- | | |
|------------------|-----------------------|
| 1. PTA meeting | 3. Hostel Rules |
| 2. Accreditation | 4. General Discussion |

S.No.

DISCUSSIONS & DECISIONS

1.	Departments can plan their PTA Meetings for respective semesters on 5,6,8 & 9 September.
2.	Result analysis of first series examination should be submitted on 4 th Oct
3.	FA or CFA should call parents and should be invited for meeting.
4.	Students should submit revaluation slip.
5.	If a student is caught for malpractice during series examination. He/She should be debar from all series Exam from that date. A meeting will be scheduled with their parents on a fixed date.
6.	Internal audit should be completed between 10 th to 15 th Oct 2018.
7.	CO PO Mapping should be signed by concerned HoD (Department to which course is assigned).



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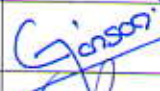




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8	Tentative date for Energy Congress 2019 is Feb 7 & 8 and Techfest 2019 Feb 15 & 16
9	Following coordinators were selected Tech: - Prof. Abijith, Arts: - Prof. Bibin Thomas, Prof. Lijosh Faculty Advisor Students union
10	Prof. Biju Chacko will be the in - charge of NSS from today onwards.
11	Students Union election will be conducted on 6 th Saturday 2018, list of year representatives should be submitted tomorrow (5 October 2018) before 11 am

PRINCIPAL

Dr. PRADEEP C.
Principal
Mar Baselios Christian
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P.O. Pallikkunnu, Peermade-685 530

Academic Year : 2018-19		Date: 12/09/2018	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Pradeep C		Dr.Nirmala Joseph	
Fr.Kuruvilla Perumal		Prof.Elias Janson. k	
Prof.Annie Chacko		Prof.Rasmara S	
Prof.Robins Anto		Dr. Nevin Philip	
Dr.Roja Abraham Raju			

AGENDA

- | | |
|----------------------------------|--------------------------------|
| 1. Registration of course Repeat | 3. College Tuition Fee Payment |
| 2. Budget | 4. General Discussion |

S.No.

DISCUSSIONS & DECISIONS

1.	Last date for registration for course repeat expired on 7 th September 2018. Don't accept any late registrations.
2.	No other scholarship will be given after admission. No fees waving in any form will not be permitted after taking admission.
3.	If a student fails to pay fee before due date, a fine of Rs 500 will be charges on college fee if he pays fee within 30 days from the due date.
4.	Students can will up the form with necessary documents to pay fee as instalment. No fine will be charged if the fill the form and get it approved before due date.
5.	Decided to collected Rs 5000/ course from students who have applied for course repeat.
6.	Saturday will be a working with Monday's time table.
7.	Faculty should strictly follow AICTE reforms while setting question paper for series examination.



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8	A meeting is scheduled on 27 th September 2018 with Academic council members, Warden's and Resident Tutors to discuss the hostel related issues.
9	Department should start publishing Department Newsletter from this semester.
10	College is planning to arrange an International conference & Energy congress next year.
PRINCIPAL	


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Academic Year : 2018-19		Date: 04/09/2018	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Pradeep C		Dr.Nirmala Joseph	<i>[Signature]</i>
Fr.Kuruvilla Perumal	<i>[Signature]</i>	Prof.Elias Janson . K	<i>[Signature]</i>
Prof.Annie Chacko	<i>[Signature]</i>	Dr. Nevin Philip	
Prof.Robins Anto	<i>[Signature]</i>	Prof.Rasmara S	<i>[Signature]</i>
Dr.Roja Abraham Raju	<i>[Signature]</i>		

AGENDA

1. Admission 2019
2. Financial Plan

3. General Discussion

S.No.

DISCUSSIONS & DECISIONS

1.	1. Mr. Varghese and Prof. Resmara S were selected as coordinators of admission 2019
2.	2. Total intake of student this year is 207
3.	3. Each department to prepare a 5-years financial plan showing the expected expenditure.

PRINCIPAL

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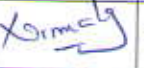




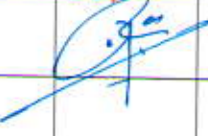
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8	Each department should start a Social media page and should be active.
9	Prepare a five year (2018-2022) expected expenditure plan, with minimum requirement and for accreditation purpose. Expenditure should include, computer to be changed maintenance charges etc. Increase maintenance charges the by 10 % for each consecutive year.
10	Publish attendance on 17 September 2018 (Monday), if any students found attendance shortage, direct faculty advisor to in for their parent regarding the same.
PRINCIPAL	

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

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Academic Year : 2018-19		Date: 29/08/2018	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Pradeep C		Dr. Nevin Philip	
Dr.Nirmala Joseph		Fr.Kuruvilla Perumal	
Prof.Annie Chacko		Prof.Elias Janson . K	
Prof.Robins Anto		Prof.Rasmara S	
Dr.Roja Abraham Raju			

AGENDA

1. Rehabilitation work
2. Internal Audit

3. First Series Exam
4. General Discussion




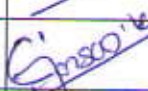


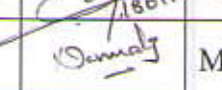


S.No.

DISCUSSIONS & DECISIONS

1.	Students at verge of course repeat, can also join rehabilitation work for grace mark.
2.	Saturday will be holiday, staff should do accreditation work, course file and preparations.
3.	Tentative schedule for first series examination is from 24 th September 2018 and for 2 nd series is 2 nd week November, dates could be finalized later
4.	All faculty members should read AICTE directions about question paper setting. Faculty should prepare question as per performance index and revised blooms taxonomy.
5	Take a feedback from students for poor performance in university examination.
6	Should extra classes from this week to cover up the lagged portions as per course plan.

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Name of Facilitator: Principal		Time: 2.00 Pm – 4.00 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	
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. Anoop Joy- AP/EEE	

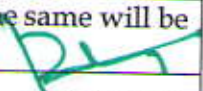
AGENDA

- | | |
|--|--|
| 1. Pre audit
2. Attendance & Leaves | 3. Evening Classes
4. Student Council Activities
5. Other relevant matters |
|--|--|


S.No. DISCUSSIONS & DECISIONS

1.	Dr. Nivin Philip, HoD/CE, Dr Roja Abraham Raju, HoD/ME, Prof. Elias Janson, HoD/ECE were nominated as new internal academic auditor for the even semester 2017-18. Dr. Pradeep C, Principal, Dr. Joby, Dean-PRI & Prof. Resmara, AP/EEE shall audit common files for the even semester 2017-18..
2.	New Leave forms are introduced for the benefits of students. Faculty advisors shall give the forms to students who are in need and collect back the duly filled form and file the same.
3.	Discussed about hostel regulations. Faculty members staying in the campus shall support warden during study time.
4.	Academic Council decided to terminate the students from the institution those found with consumption of any kind of drugs/liquors.
5.	Faculty can take special classes in the evening and night if required.
6.	The following members were nominated as course chairman for the subjects: Comprehensive Viva – Prof. Annie Chacko, HoD/CSE, Design Engineering – Prof. Robins Anto, HoD/EEE, Life Skills – Prof. (Dr) Joby, Dean-PRI, Principles of Management – Prof. (Dr) Nirmala Joseph, Dean- Student Affairs.


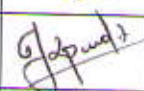




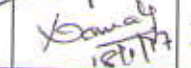



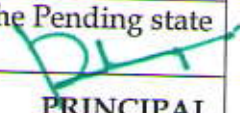
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7.	Staff Committee was formed for organizing Tech Fest and Arts Fest 2018. The same will be circulated on 06.01.2018.
 PRINCIPAL	

Dr. PRADEEP C.
Principal
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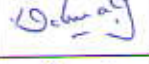



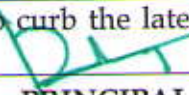
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Academic Year : 2017-18		Date: 10/01/2018	
Name of Facilitator: Principal		Time: 2.00 Pm – 4.00 Pm	
Meeting type: Scheduled		Venue: Principal Office	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C - Principal		Fr. Kuruvilla Perumal Chacko, Student Advisor & Chaplin	
Dr. Nivin Philip - HoD/CE		Prof. Annie Chacko - HoD/CSE	
Dr. Roja Abraham Raju - HoD/ME		Prof. Amol Joy - AP/ECE	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Prof. Robins Anto - HoD/EEE	
Dr. P P Joby - Prof & Dean, PRI		Mr. Resmara- AP/EEE	
AGENDA			
1. Comprehensive Viva		3. Placement Training	
2. Sports Meet		4. Other relevant matters	
S.No. DISCUSSIONS & DECISIONS			
1.	Discussed and decided permitting to launch Sports day and Arts day on 23 rd and 25 th Jan 2018 at 4.00pm		
2.	Discussed to take necessary steps to make ME dept. to get involved in Arts day. Academic council suggested ME HoD to have one to one interaction with the students.		
3.	Discussed about conducting comprehensive viva hour effectively. It was suggested to prepare and practice objective type question and answers, conduct technical quiz. Faculty shall refer gate coaching examination booklets, etc. Two faculty members allotted for the hour should engage and guide students.		
4.	Placement training programme are scheduled for S6, S4 & S2 as follows. For S6 16 th and 17 th for S4 on 18 th and S2 on 19 th Jan, 2018.		
5.	Discussed about the importance of getting NBA Accreditation. In AICTE web portal a question regarding accreditation is added for 2018-19 approval.		
6.	Discussed about KTU Registration process. KTU Coordinator explained the Pending state of few classes. 12.01.2018 is the last day for registration.		
 PRINCIPAL			

Dr. PRADEEP C.
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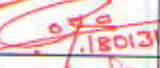

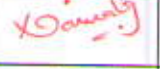


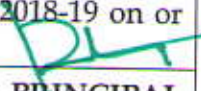
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Academic Year : 2017-18		Date: 17/01/2018	
Name of Facilitator: Principal		Time: 2.00 Pm – 4.00 Pm	
Meeting type: Scheduled		Venue: Principal Office	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C – Principal		Fr. Kuruvilla Perumal Chacko, Student Advisor & Chaplin	
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	
Dr. P P Joby – Prof & Dean, PRI		Mr. Arjun Hari – AP& Placement Officer	
AGENDA			
1. Central Valuation Camp 2. Portion Coverage		3. Other relevant matters	
DISCUSSIONS & DECISIONS			
1.	Discussed the issues faced in central valuation camp(AJCE) faced by our faculty members. Our faculty members had to wait for second valuation till AJCE faculty valuate the paper, which was getting delayed. Our college KTU Coordinator visited the CV camp for a solution for the above problem.		
2.	HoD's Informed that approximately 1 module has been completed in subjects handled by faculty members who has not gone for central valuation.		
3.	Discussed about the placement training program conducted for S6 students. Many students didn't show interest in attending the training program. It was decided to conduct such training only for interested students in future.		
4.	Discussed about the importance of Alumni association in an Institute.		
5.	Placement officer informed about the internship program offered by Forthambit. Students shall register in online. He explained various schemes of internship programmes.		
6.	Course Registration for MG university (S8 Classes) shall be completed on or before 19.01.2018.		
7.	Ms. Sumi Cyriac will be the chief Guest for Sports day scheduled on 24.01.2018 @ 9.30 am.		
8.	Suggestion was raised to change the breakfast timing in Men's Hostel to curb the late comers. It was decided to take decision after the mess committee meeting.		
 PRINCIPAL			

Dr. PRADEEP C.
Principal
Mar Baselios Christian
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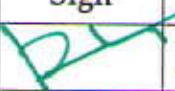





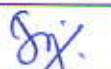





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Academic Year : 2017-18		Date: 25/01/2018	
Name of Facilitator: Principal		Time: 11.00 Am – 12.30 Pm	
Meeting type: Scheduled		Venue: Principal Office	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C - Principal		Prof. Annie Chacko - HoD/CSE	
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. Dhaniesh J Danam, AP/CE	
Dr. P P Joby - Prof & Dean, PRI		Mr. Ashif, AP/ME	
AGENDA			
1. Academic matters		3. Other relevant matters	
2. Arts & Tech Fest			
S.No. DISCUSSIONS & DECISIONS			
1.	Discussed about the progress of activities of Arts fest and Tech fest. The Coordinators explained about progress of activities of both the events. It has been confirmed Mr. Tini Tom, Cine Artist as Guest for Arts Day. For tech fest Guest is yet to be confirmed.		
2.	Decided to permit launching of Arts fest on 30.01.18. Time (3.45pm to 4.30pm) and Tech fest on 31.01.18.		
3.	Discussed about the disciplinary issues happened during the sports day, 5 students were found drunken inside the campus and were suspended. Also discussed about the information given by CI, Peermade about a student Supin Varghese, S8 EEE, was missing from the previous day and later it was informed by his parent that his son was with one of his friend at Thirvalla.		
4.	Principal informed all HoDs to submit the budget for the academic year 2018-19 on or before 31.01.2018.		
			 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

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Name of Facilitator: Principal		Time: 11.00 Am – 3.10 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		Mr. Joshy- PTA Vice President	
Dr. Roja Abraham Raju - HoD/ME		Mr. Resmara-KTU Coordinator	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Mr. Anoop Joy- AP/EEE	
Dr. P P Joby – Prof & Dean, PRI		Mr. Anish M George- AP/ECE	
Prof. Annie Chacko – HoD/CSE		Ms. Maria Joseph- AP/ECE	
Prof. Elias Janson – HoD/ECE		Mr. Bennet Abraham – Parent, Special Invitee	
Prof. Robins Anto - HoD/EEE			

AGENDA


1. Disciplinary Issues

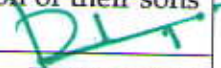
2. Other relevant matters

S.No.

DISCUSSIONS & DECISIONS

	Dr. P.P Joby who was Principal in-charge on 30.01.2018 described the events happened on the day regarding the conduct of the flash mob on the same day. Later, Principal explained his concern on this issue. Later discussions were made and we came to the following decisions:
1.	Discussed about finding out the students involved in interrupting Arts day programme permitted to the student council by the Head of the Institution and later involved in scuffle with 3 rd year students. It was decided to suspend those students.
2.	The council decided to give a complaint to Police regarding the incident and also constitute an independent enquiry committee, Also Principal suggested that an independent enquiry committee shall be constituted by parents to find the actual activities & decision taken so far in the Institutions.
3.	A Preliminary report of the incident that happened on 30.01.2018 shall be submitted immediately by a committee constituted of Dr. P.P Joby(Dean), Dr. Roja Abraham







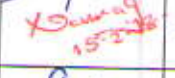



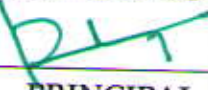
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	Raju(HoD,ME), Prof. Elias Janson. K(HoD,ECE) and Prof. Resmara, (Discipline Committee Chairman) to the Principal.
4.	Decided to revoke the suspension of Mr. Jinu V James if he propagates the true information that happened on 17.12.2017 and 18.12.2017, whereas he has spread wrong information in the social media defaming the reputation of the Institution. This information was shared to his mother and Uncle who were present in the later stage of the meeting
5.	Discussed the issues of Mr. Supin Varghese with his parents. They were informed to submit a copy of case sheet that has been called back from the police station of their sons missing case.
 PRINCIPAL	

Dr. PRADEEP C.
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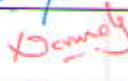


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Name of Facilitator: Principal		Time: 11.00 Am – 12.30 Pm	
Meeting type: Scheduled		Venue: Principal Office	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C – Principal		Rev. Fr. Kuruvilla Perumal Chacko- Student Advisor	
Dr. Nivin 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	
Dr. P P Joby – Prof & Dean, PRI		Mr. Resmara-KTU Coordinator	
AGENDA			
1. Academics Matter		2. Disciplinary Issues	
S.No.	DISCUSSIONS & DECISIONS		
1.	Decided and scheduled I Series Examinations from 19th feb to 24th feb 2018. Question paper for KTU shall be for 40 marks, and the pattern shall be Part A -16Marks and Part B-24Marks. HoD's shall scrutiny and submit the same to the principal for approval for a new pattern QP.		
2.	Question bank shall be given to students. Remedial classes shall be started the next day of the series examination.		
3.	It was decided to suspend 15 days the students who consumed alcohol and were found in the campus. They shall undergo social service for 10 days or Pay 10000 Rs to charity.		
4.	As per the PTA Executive recommendations, the academic council decided to revoke the suspension given to the students who interrupted the promotional event of Arts Fest on 30.01.18. Enquiry shall be carried out and actions will be reviewed further after the completion of enquiry.		
 PRINCIPAL			

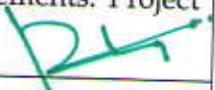
Dr. PRADEEP C.
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Name of Facilitator: Principal		Time: 2.00 Pm – 4.00 Pm	
Meeting type: Scheduled		Venue: Principal Office	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C – Principal		Rev. Fr. Kuruvilla Perumal Chacko- Student Advisor	
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	
Dr. P P Joby – Prof & Dean, PRI			
AGENDA			
1. Academic Audit		3. Attendance Publication	
2. Portion Coverage		4. Other Relevant Matters	
S.No.	DISCUSSIONS & DECISIONS		
1.	First Internal Academic audit is scheduled on 28.02.18 and 01.03.18 and First External Academic audit is scheduled on 06.03.18.		
2.	Discussed about the portion coverage, HoDs confirmed that in most of the subjects minimum 1.5 modules and above have been completed.		
3.	17.02.2018 (Saturday) will be a holiday in view of better preparing for I series test starting on 19.02.18(Monday), whereas 24.02.18 will be a regular working day.		
4.	03.03.18, 17.03.18 and 24.03.18 (Saturdays) will be regular working day to compensate academic requirements.		
5.	Wednesday full coat (uniform) shall be relaxed from 21.03.18 till the end of the semester. But students shall wear the uniform overcoat regularly including wednesdays.		
6.	Duty Leave shall be sanctioned for 5 days for MG university students who went on DL for Swastika 18. Whereas for KTU no provision for DL is provided by the university as of now.		
7.	Disciplinary Issues: Mr. Rinu Sunny, S4/CSE has been continuously violating the college rules. The council decided to extend his suspension for 15 more days and issue a show cause notice, he shall appear before the grievance redressal committee if any grievances from his side.		


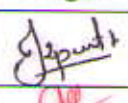


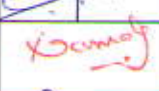



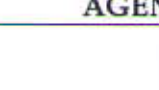

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	Mr. Jins Alex, S8/CE was found drunken in the college campus on 09.02.18, His suspension shall be for 15 days and further undergo a social service for 10 days.
8.	Conduct of Project Presentation & Evaluation shall be followed strictly; Students shall come out with better innovative projects which will help them for placements. Project Coordinator and Supervisors shall take necessary steps.
 PRINCIPAL	

Dr. PRADEEP C.
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Academic Year : 2017-18		Date: 21/02/2018	
Name of Facilitator: Principal		Time: 2.00 Pm – 4.00 Pm	
Meeting type: Scheduled		Venue: Principal Office	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C – Principal		Rev. Fr. Kuruvilla Perumal Chacko- Student Advisor	
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	
Dr. P P Joby – Prof & Dean, PRI		Prof. Resmara- KTU Coordinator	

AGENDA

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| 1. S1 Result Analysis | 3. Evening Class & retest |
| 2. Class PTA | 4. Other Relevant Matters |

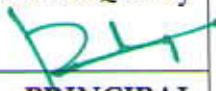
S.No. DISCUSSIONS & DECISIONS

1.	Discussed the S1 result analysis published by Dr. APJAKTU. Overall result 37%. Department wise, CE – 35.6%, CSE-48.9%, EE-50%, EC-25% and ME 23.4%. As per one private college analysis, Dept of CSE & EEE ranks 33 in the state.
2.	Principal appreciated Prof. Robins Anto, HoD/EEE, Prof. Annie Chacko, HoD/CSE and Dr. Nirmala Joseph, Dean & HoD- SH for their efforts put forth for the betterment of their departments result. He also appreciated Mr. Stephen George, AP/ME, Ms. Rosina Xavier, AP/SH, Ms. Jaimi Paul, AP/SH, Mr. Manikandan, AP/ME, Ms. Prathipa AP/SH for producing atleast 5% result better than the state average.
3.	Result analysis of Series Test-1 shall be submitted on 27.02.18 to the Principal office. Remedial classes shall be scheduled from 26.02.18.
4.	Discussed about conducting Class PTA for I year Students. It was decided to conduct I year class PTA on 03.03.18. at 1.30pm.
5.	Students those who have not attended I series test with the permission of HoD due to Medical reasons/Placements/ any other unavoidable circumstance, shall apply for retest on or before 27.02.18 with appropriate documents. Retest shall be conducted through centralized system.



**Mar Baselios Christian College of Engineering
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6.	Discussed the issues about the Quality of canteen food and cleanliness of vessels. It was said all necessary steps has been taken by the Director & Principal to improve the Quality of food.
	 PRINCIPAL

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

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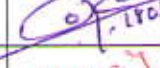

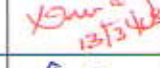

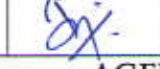

Minutes of Meeting

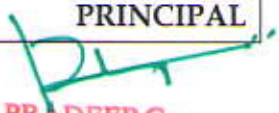
Academic Year : 2017-18		Date: 01/03/2018	
Name of Facilitator: Principal		Time: 9.15 am -11.00 am	
Meeting type: Scheduled		Venue: Principal Office	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C - Principal		Rev. Fr. Kuruville Perumal Chacko- Student Advisor	
Dr. Nivin Philip - 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	
Dr. P P Joby - Prof & Dean, PRI		Prof. Resmara- KTU Coordinator	
AGENDA			
1. Series Result Analysis		3. Disciplinary Actions	
2. Remedial Actions/PTA Meeting		4. Other Relevant Matters	
S.No. DISCUSSIONS & DECISIONS			
1.	Series Test results were discussed. Results were not encouraging, Critical subjects identified and immediate remedial actions to be initiated by the HoD's.		
2.	Decided to conduct PTA for senior classes after Semester results are published.		
3.	Disciplinary Actions: i) The enquiry committee report of the incident that occurred on 30.01.2018 was read in the council, and decided to call the convicted students' parents on 07.03.2018. ii) The council received the Grievance redressal committees report of Mr. Rinu Sunny, S4/CSE. The council decided to revoke Mr. Rinu sunny's suspension. But the council decided to expel him from college hostel, and his mother shall come and stay with him and take care of him. His suspension was revoked on the basis of recommendation from his Parish Priest stating his confession and changes in his character that he noticed during the suspension period.		
4.	Series Test Question Papers shall be submitted to the exam cell after proper scrutinizing through the HoD. A scrutinizing committee shall be formed to ensure quality of the question paper produced from the concern department.		
PRINCIPAL			

Remark: 28.02.18, academic council was postponed to 01.03.18 due to unavoidable circumstance

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Academic Year : 2017-18		Date: 08/03/2018	
Name of Facilitator: Principal		Time: 3.00 pm –4.00 pm	
Meeting type: Scheduled		Venue: Principal Office	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C – Principal		Rev. Fr. Kuruvilla Perumal Chacko- Student Advisor	
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	
Dr. P P Joby – Prof & Dean, PRI		Prof. Resmara- KTU Coordinator	
AGENDA			
1. Portion Coverage		3. Second Series & Module Test	
2. Remedial Actions		4. Other Relevant Matters	
S.No. DISCUSSIONS & DECISIONS			
1.	Discussed about the portion coverage in all subjects in the departments. Feedback from HoD's said mostly all the subjects are in the mid of 4th module. The Principal informed the departments to maintain evidences with respect to potion coverage.		
2.	Discussed about the effectiveness of remedial sessions.		
3.	Class PTA for second years are scheduled on 17.03.18. CE, CSE & ME in the forenoon session and ECE & EEE in the afternoon session.		
4.	Second series test are scheduled from 19.03.2018. A module test in 5 th and 6 th module will be conducted as per academic calendar schedule.		
5.	A preliminary discussions was held on the S3 results published during the meeting.		
PRINCIPAL			


Dr. PRADEEP C.
Principal
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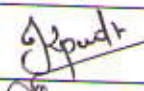



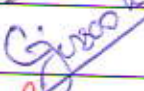
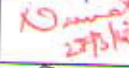



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Academic Year : 2017-18		Date: 13/03/2018	
Name of Facilitator: Principal		Time: 11.00 am - 12.30 pm	
Meeting type: Scheduled		Venue: Principal Office	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C - Principal		Rev. Fr. Kuruvilla Perumal Chacko- Student Advisor	
Dr. Nivin Philip - HoD/CE		Prof. Annie Chacko - HoD/CSE	
Dr. Roja Abraham Raju - HoD/ME		Prof. Elias Janson K - HoD/ECE	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Prof. Robins Anto - HoD/EEE	
Dr. P P Joby - Prof & Dean, PRI		Prof. Resmara- KTU Coordinator	
AGENDA			
1. S3 Results		2. Other Relevant Matters	
S.No. DISCUSSIONS & DECISIONS			
1.	Discussed and reviewed the S3 results. 233 students registered for examination and 62 students passed in all subjects, the college overall pass percentage is 26.6%. As per one college analysis, our college ranks overall 62 and in self-financing Institutions ranks 37.		
2.	In ME, 5 students passed out of 58, pass percentage is 8.6% In 2 subjects the results were found very poor. In state the department holds 80 th Rank. In ECE, 18 students passed out of 46 students. Pass percentage is 39.13%, In 4 subjects the results were moderate. In state the department holds 24 th Rank. In EEE, 6 students passed out of 32, pass percentage is 18.75%. It was found the result was poor in 2 subjects. In state the department holds 54 th Rank. In CSE, 24 students passed out of 59, pass percentage is 40.67%, In state the department holds 24 th Rank. In CE, 9 students passed out of 41, pass percentage is 21.95%, It was found the result was poor in 2 subjects. In state the department holds 74 th Rank.		
3.	Principal appreciated and congratulated the HoD's and faculty members of CSE & ECE department for attaining a better rank in the state, Also the faculty members who has achieved 10% better result than the KTU average result.		
 PRINCIPAL			

Dr. PRADEEP C.
Principal
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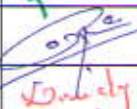

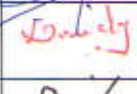

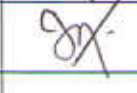


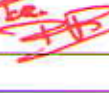
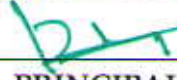
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Academic Year : 2017-18		Date: 21/03/2018	
Name of Facilitator: Principal		Time: 3.00 pm – 4.30 pm	
Meeting type: Scheduled		Venue: Principal Office	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C - Principal		Rev. Fr. Kuruvilla Perumal Chacko- Student Advisor	
Dr. Nivin Philip - HoD/CE		Prof. Annie Chacko - HoD/CSE	
Dr. Roja Abraham Raju- HoD/ME		Prof. Elias Janson K - HoD/ECE	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Prof. Resmara- KTU Coordinator	
Dr. P P Joby - Prof & Dean, PRI			
AGENDA			
1. Academic Progress		2. Discipline Actions	
S.No. DISCUSSIONS & DECISIONS			
1.	It was decided to consider III module test mark for internal marks based on criteria, best of series test 2 and module test shall be considered.		
2.	Lab Examinations shall be scheduled from 26.03.2018 onwards.		
3.	Discussed about various disciplinary issues happening in and around the campus. Decided to curb it in the beginning itself.		
			 PRINCIPAL

Dr. PRADEEP C.
Principal
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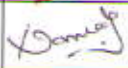




Minutes of Meeting

Academic Year : 2017-18		Date: 28/03/2018	
Name of Facilitator: Principal		Time: 11.00 am – 12.15 pm	
Meeting type: Scheduled		Venue: Principal Office	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C – Principal		Rev. Fr. Kuruvilla Perumal Chacko- Student Advisor	
Dr. Roja Abraham Raju- HoD/ME		Prof. Annie Chacko – HoD/CSE	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Prof. Elias Janson K – HoD/ECE	
Dr. P P Joby – Prof & Dean, PRI		Prof. Robins Anto – HoD/EEE	
Mr. Varghese E P – DOM-I		Prof. Resmara- KTU Coordinator	
		Ms. Bobeena – AP/CE	
AGENDA			
1. Academic Progress 2. Admission		3. Other relevant matters	
S.No. DISCUSSIONS & DECISIONS			
1.	Slow learners shall be assisted in solving previous year question papers, they should be made confident in the subject before attending the university examination.		
2.	Second series test marks shall not be replaced by 3 rd module test marks. If situation arises, HoD shall check case by case before replacing mark for any student.		
3.	Based on series test I and II, Internal marks shall be submitted on or before 04.04.2018 to the Principal office.		
4.	Night class shall be taken effectively for the betterment of student result. Night class must be unique for our Institution, where no other Institution cannot offer such classes.		
5.	Comprehensive Viva exam shall be conducted and completed before 12.04.2018.		
6.	MBC Scholarship exam is scheduled on 28.04.2018. All staff members involvement is necessary and they shall ensure themselves in the admission process and bring good number of admissions.		
 PRINCIPAL			


Dr. PRADEEP C.
Principal
Mar Baselios Christian
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Minutes of Meeting

Academic Year : 2017-18		Date: 05/04/2018	
Name of Facilitator: Principal		Time: 11.00 am - 12.15 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	
Dr. Nivin Philip, HoD/CE		Prof. Elias Janson K - HoD/ECE	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Prof. Robins Anto - HoD/EEE	
Dr. P P Joby - Prof & Dean, PRI		Prof. Resmara- KTU Coordinator	
Mr. Manikandan- AP/ME			
AGENDA			
1. Academic		3. Disciplinary Issues	
2. S5 Result Analysis		4. Other relevant matters	
S.No.	DISCUSSIONS & DECISIONS		
1.	Discussed and compared the S5 results with KTU average results, even though the results have shown improvement then the last semester, many subjects results were less than the KTU average result. The bitter truth is our results are below par average.		
2.	It was decided that all HoD's shall address all their department classes and inform the students the importance of attending the Module test.		
3.	13 th April 2018 shall be the last working day. If required 16 th april to 18 th april shall be used for conducting special classes. Farewell events may be arranged by the departments on these days after 3.00pm.		
4.	College bus facility shall be available till 18.04.18 to Pampady, Kumaly and Kattappana.		
5.	A confidential report from each department HoD & CFA about each student shall be filed and submitted to the principal.		
6.	Disciplinary Issues Decision: a) It was decided that students who were found guilty on the incident that took place on 30.01.2018, shall undergo a social service for 10 days in a reputed organization before the start of the end semester examination 2017-18, failing to undergo the social service, they shall pay an amount of Rs. 10,000 to MBC Student Charity fund.		





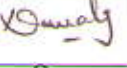




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	b) It was decided that students who were found involved on the incident that took place on 30.01.2018, shall be strictly warned for their involvement in the incident and in future if any form of physical violence involving out from the students will force immediate dismissal from the college.
7.	It was decided to monitor the module test performance of the students whose mobile phones were confiscated from BRM Hostel and discuss with the concerned parents about handing over the mobile phone. Also Rs 3000 shall be paid to MBC student charity fund before returning the mobile phone.
 PRINCIPAL	

Dr. PRADEEP C.
Principal
Mar Baselios Christian
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Minutes of Meeting

Academic Year : 2017-18		Date: 11/04/2018	
Name of Facilitator: Principal		Time: 3.00 pm – 4.30 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	
Dr. Nivin Philip, HoD/CE		Prof. Elias Janson K – HoD/ECE	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Prof. Robins Anto – HoD/EEE	
Dr. P P Joby – Prof & Dean, PRI		Prof. Resmara- KTU Coordinator	
Dr. Roja Abraham Raju- HoD/ME			

AGENDA

- | | |
|-------------------|---------------------------|
| 1. Internal Marks | 3. Vacation Leave |
| 2. PTA- S6 | 4. Other relevant matters |

S.No.

DISCUSSIONS & DECISIONS



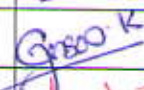





1.	Discussed about awarding internal marks based on Series Test 2 and Module Test. It was decided to award marks based on the following criteria. No change shall be made in the Series Test I mark. Consider Test 1 & Test 2 mark for Internal calculation, However, if any student internal mark falls between 17.5 and 22.5, A faculty may provide upto a maximum of 5 marks moderation considering the performance of module test 3 or remedial test mark. Moreover, if any other moderation required, Internal finalization committee shall decide with the consent of the Principal.
2.	HoD's shall submit special class timetable that has been planned from 16.04.18 to 18.04.18 to the principal office. The time table shall be as per the normal class timings.
3.	Departments shall conduct PTA of semester 6 before 18.04.18.
4.	HoD's shall assign and submit the faculty/staff workload for the next semester to the principal office before the vacation starts, also shall plan and submit the activities for the next semester. Industrial Visits shall be planned during the month of July.
5.	Vacation Leave shall be from 01.05.18 to 08.07.18. HoD's shall ensure that a minimum of 2 faculty members are always retained in the department during the vacation period.

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6.	Mobile Phones are strictly banned in the college premises and hostels during study time. However, there is no change in rules of LH and BRM hostels. If anyone finds violating and the mobile phone is confiscated, it will not be returned back for a minimum of 6 months.
PRINCIPAL	

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

Minutes of Meeting

Academic Year : 2017-18		Date: 25/04/2018	
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 K – HoD/ECE	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Prof. Robins Anto – HoD/EEE	
Dr. P P Joby – Prof & Dean, PRI		Prof. Resmara- KTU Coordinator	
Dr. Roja Abraham Raju- HoD/ME			

AGENDA

- | | |
|---------------------|---------------------------|
| 1. Scholarship Exam | 3. Graduation day |
| 2. NBA Workshop | 4. Other relevant matters |


S.No.

DISCUSSIONS & DECISIONS










1.	Discussed about publishing advertisement for scholarship exam. Registration for MBC Scholarship Exam as on date was 1036.
2.	Discussed about the concerns related to KTU Invigilation duty. It was decided that faculty shall reach the exam hall 15 minutes before the exam starts, 10-minute break may be provided to invigilator after 1 hour 30 minute. No staff member other than the invigilator is authorised to enter the exam hall.
3.	A faculty meeting is scheduled at 12.00 noon at PTA seminar hall to discuss about the exam related duties.
4.	A workshop on NBA Accreditation is scheduled on 4 th and 5 th of May 2018. HoD's shall nominate 6 faculty members to attend the same.
5.	Tentative schedule for conducting Graduation day is 28 th July 2018 followed by PTA General board and First year induction program on successive days.
6.	Discussed about conducting summer classes for S4. Exam cell has planned seating arrangement for the students attending summer class
7.	HoD's shall encourage bright students/ students without supplementary to attend one month internship program in a reputed industry.

PRINCIPAL

Dr. PRADEEP C.
Principal
Mar Baselios Christian
College of Engineering & Technology
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 MBC <small>Mar Basilio's Christian College of Engineering & Technology</small>	Mar Basilio's Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 Academic Council	Format No.	GOV : D3.4
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Academic Year : 2017-18		Date: 09/05/2018	
Name of Facilitator: Principal		Time: 2.30 pm – 4.00 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Pradeep C – Principal		Rev. Fr. Kuruvilla Perumal Chacko, Student Advisor	
Dr. Nivin Philip, HoD/CE		Prof. Annie Chacko – HoD/CSE	
Dr. Nirmala Joseph Prof & Dean, Student Affairs		Prof. Elias Janson K – HoD/ECE	
Dr. P P Joby – Prof & Dean, PRI		Prof. Robins Anto – HoD/EEE	
Mr. Biju Chacko- AP/ME		Prof. Resmara- KTU Coordinator	
AGENDA			
1. Outcomes of NBA Workshop		3. Other relevant matters	
2. Counselling & Admission			
S.No. DISCUSSIONS & DECISIONS			
1.	Discussed about the outcomes of the NBA Workshop. It was decided to work on first 3 criteria's in the forthcoming semester. HoD's were advised to implement a programme Advisory Committee, with HoD as the Chairman of the committee and 2 senior faculty members as members of the committee. HoD's were asked to submit the Process for implementing Vision, Mission, PEO's in the next academic council. Course outcomes shall be prepared for all the courses by the faculty members and should be implemented in the course file from the coming semester onwards.		
2.	Discussed about the student feedback of S8 Students. HoDs were asked to discuss the feedback with the concerned faculty in confidential.		
3.	M.Tech. Results were published; Our Institution has so far consistently achieved 100% results. The Principal congratulated the Dept Heads, Dean, and all faculty members who contributed for the achievement.		
4.	MBC Admission Counselling will be started from 11.05.2018.		
5.	Academic Council approved Principal, Student Advisor, Dean-Student Affairs and Prof. Elias Janson HoD/ECE to discuss and take decision and frame new rules related to College Hostels.		
6.	Academic Council planned to go for an one day outing on 27.05.2018(Sunday)		
PRINCIPAL			

Dr. PRADEEP C.
 Principal
 Mar Basilio's Christian
 College of Engineering & Technology
 P.O. Peermade, Peermade-685531

7	Faculty should submit course files and register to the respective HoD (Concerned department). Other department HoD where course is assigned should verify the course file with CO, PO, Mapping, attainment.
8	Inform, parents of those student who have got achieved enough credit to S7, convince their parents that they have to stay out, next year they can come and rejoin.
9	Regarding donation for KERALA Rehabilitation, all faculties should donate a minimum of one day salary as individual contribution.
10	Our college has become an NTC of JEE (National Test Practicing center)
11	1 st year faculty advisors should verify student data (Name and DoB) before 4 th September 2018 and submit to Dr. Nirmala.

PRINCIPAL

Dr. PRADEEP C.
Principal
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Mar Basilio's Christian College of Engineering
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Kuttikanam, Peermade - 685531

Academic Council

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Academic Year : 2018-19		Date: 08/08/2018	
Name of Facilitator: Principal		Time: 2.30 pm - 4 pm	
Meeting type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Pradeep C		Dr. Nevin Philip	
Dr.Nirmala Joseph		Fr.Kuruvilla Perumal	
Prof.Annie Chacko		Prof.Elias Janson . K	
Prof.Robins Anto		Prof.Rasmara S	
Dr.Roja Abraham Raju			

AGENDA

1. NAAC Accreditation
2. Hotel Discipline

3. Onam Celebration
4. General Discussion

S.No.

DISCUSSIONS & DECISIONS

1.	Mr. Pradeep P. M. (CSE), Dr. Anoop & Dr. Chithra will assist Prof. Elias Janson for NAAC accreditation work.
2.	Memo will be issued to all the students who have not submitted mobile phones. PTA meeting on next Tuesday 14 Aug 2018. Those students who follow the hostel rules only can enter hostel after Onam vacation.
3.	College onam celebrations are cancelled as academic council is not confident, class wise celebration can be permitted.
4.	Hostel Leave form to be modified, students should get sign from faculty advisors

PRINCIPAL

Dr. PRADEEP C.
Principal
Mar Basilio's Christian
College of Engineering & Technology
P.O. Pallikunnu, Peermade-686 530