
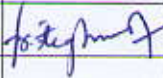
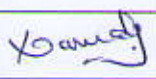




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Minutes of Meeting


Academic Year: 2021-22		Date:22/12/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Update the progress of NAAC | <ol style="list-style-type: none"> 4. P&T activities 5. Election of Student's Union 6. Any other matters |
|---|---|

S.No	DECISIONS
1.	AG2-All the related works of NBA and NAAC will be completed today. All faculties were dedicated to the work of the NBA and NAAC.
2.	AG4 (1)-Decided that to discuss the Incubation center at MBCCET with the leadership of our Alumni, Mr. Judy Jose, after the Christmas holidays. AG 4(2)-Students from our college didn't register for the free placement and training provided by Palle Technologies. AG4(3)- Decided to collect and distribute the free certificate courses available online, to the students.
3.	AG5-Decided that as per the university notification, the college will conduct the election for the college union on 7 January 2022.
4.	AG 6(1)-Decided that all departments may conduct the Christmas Celebration on 23 December 2021 from 11 am to 1.30 pm.


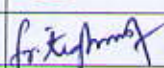

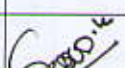
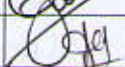

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5.	AG 6(2) -Decided that the students will celebrate Christmas in the hostel on 22 December 2021 from 8 pm to 10 pm. AG 6(3)- Decided that all students should try to pay the tuition fees before the university registration.
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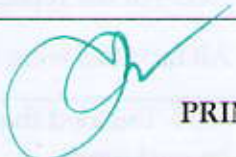
Academic Year: 2021-22		Date:15/12/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

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| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Update the progress of NAAC 4. Progress of Einstein Science Talent Test 2022 5. P&T activities | <ol style="list-style-type: none"> 6. British Council Corporation 7. Preparation of Series test question paper 8. Christmas Celebration 9. Christmas Vacation 10. Any other matters |
|--|--|

S.No	DECISIONS
1.	AG2-All the related works of NBA and NAAC are going in a smooth manner. All faculties were dedicated to the work of NBA and NAAC.
2.	AG4- Decided that will arrange a meeting to all lab staffs for conducting the Einstein Talent Test on next week.
3.	AG5 (1)-Decided that to discuss about the Incubation centre at MBCCET with the leadership of our Alumni, Mr. Judy Jose. AG 5(2)-Decided that to discuss about the free placement and training provided by Palle Technologies, to our students. AG5(3)- Mahesh Mohan's paid training for placement related topics is not considered due to the students' response to paid programmes.







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4.	<p>AG6- Prof.Elias Janson K, HOD/ECE has collected the information of British Council corporation from MITS Ernakulum.</p> <p>They are providing the training to the students after collecting the registration fees of 3500 rupees. Our students are not ready to pay this huge amount of registration fees.</p> <p>So decided that Thomas Sir will enquire about the certification courses of English and update on next CEC.</p>
5.	AG7-Decided that all faculties should follow the guidelines for the preparation of question paper to conduct the series test .
6.	AG8 -Decided that the college will celebrate Christmas on 23 December 2021 AN session.
7.	AG9 -Decided that the college will close on 23 December 2021 at 4pm and will reopen on 4 January 2022.
8.	<p>AG 10(1) -Decided that the students will celebrate Christmas in hostel on 18 December 2021 from 7pm to 8.30pm.</p> <p>AG 10(2) -The college is created the I'd for the placement activities by the reference of the credit card of Dr.Anoop K J /Dean Academics.</p> <p>AG 10(3) -Advertised the faculty requirement into the CSE department and S&H department in the Faculty Plus.</p> <p>AG 10(4) -All criteria heads of NAAC should try to complete the works and contact to Anoop Sir as early as possible.</p> <p>AG 10(5) -Decided that 18 December 2021 will be the working day only for the staffs, to complete the accreditation works.</p> <p>AG 10(6)- Decided that all students should try to pay the tuition fees before the university registration.</p>
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No: MBC/ADM/AC/2021/45


Minutes of Meeting


Academic Year: 2021-22		Date:08/12/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.JayarajKochupillai	
Mr. K. A. Abraham		Fr. EldhoSaju	
Dr.Anoop K. J.		Er. C. R. Thomas	
Dr.Nirmala Joseph		Prof. Elias Janson K	
Dr.K.Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof.Resmara S.	
Prof.Manikandan S			


AGENDA

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|---|---|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Update the progress of NAAC | <ol style="list-style-type: none"> 4. Update the portions coverage of S7 5. Remedial classes of S7 6. Fees collection of S1, S3, S5 and S7 7. Any other matters |
|---|---|

S.No	DECISIONS
1.	AG2-All the related works of NBA and NAAC should be filed before 20 December 2021.
2.	AG4- Faculties who are handling S7 classes should try to complete the fourth module as early as possible.
3.	AG5-Remedial sessions of S7 students are going in a smooth manner.
4.	AG6- Decided that all students from S1, S3, S5, and S7 should try to pay the tuition fees as early as possible.
5.	AG7 (1)-All the related works of the Einstein Science Talent test will complete on this Friday.
6.	AG7 (2)-The remedial class of S3 by the S&H department was started last week.
7.	AG7 (3)-Decided that the NSS Camp in the Christmas Vacation will conduct by Prof.Vishu V Gopi/ECE department.
8.	AG7 (4)-Decided that an election for the Secretary to the Cooperative Society will conduct on 3rd

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	January 2022. All the nominated members should file the details of nomination for the election.
9.	AG7 (5)-Decided that the students may go for the Industrial Visit in the semester break according to the KTU guidelines.
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ACTION TAKEN REPORT

- 1.Appointed the new co-ordinators to the various cells of our college.
- 2.Approved the pre-qualifier of EEE and CE dept.
- 3.Appointed the charge of Criteria 8 to S&H dept., Criteria 9 to Dr.Shibu K R and Criteria 10 to Dr.Abdul Rahman.
4. Conducted the induction program of first years.





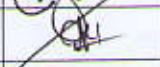



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Minutes of Meeting

Academic Year: 2021-22		Date:01/12/2021	
Name of Facilitator: Principal		Time: 2.30 PM –3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Update the progress of NAAC 4. P&T activities	5. Admission 2022 (a) Einstein Science Talent Test (b) Project Competition 6. Any other matters
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S.No	DECISIONS
1.	AG2-All the related works of NBA and NAAC are going in a smooth manner.
2.	AG4(1) - An online placement training program from Christ University is scheduled for S7 students on 7th December 2021, Wednesday during the 3rd and 4th period.
3.	AG5 -Decided that the Einstein Science Talent test will conduct on 6 January 2022. Decided that will send the brochure of EST^2 to schools, before starting the Christmas holidays. All the related works of Project Competition are going on smoothly.
4.	AG6(1)- Decided that the first series test of S3 and S5 and second series test of S7 is to be conducted on 4, 5, and 6 January 2022. And the first series test of S1 will commence on 10,11, and 12 January 2022. AG6(2)-Decided that the remedial classes of S3 will start this week.



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AG6(3)-Decided that the charge of review of the remedial classes is assigned to Prof. Manikadan S, HOD/ME.

AG6(4)-Decided that the first and third Saturday of this month will be the working days with Thursday's and Monday's timetable respectively.


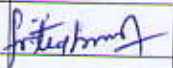

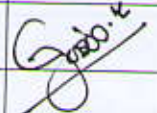

AG6(5)-Decided that to start the British Council Corporation in this college for the benefit of students in their career.


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No: MBC/ADM/AC/2021/43

Minutes of Meeting

Academic Year: 2021-22		Date: 24/11/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA


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|--|---|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Update the progress of NAAC 4. Update the progress of the induction program of first year | <ol style="list-style-type: none"> 5. Remedial classes of S3 and S5 6. Minor classes of S3 and S5 7. P&T activities 8. Admission 2022 9. Any other matters |
|--|---|

S.No

DECISIONS

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| <ol style="list-style-type: none"> 1. 2. 3. 4. | <p>AG2-All the related works of NBA and NAAC are going in a smooth manner.</p> <p>AG4 - The induction program of the first year was very interesting and informative. The session was started on 23 November 2021 and will end on 27 November 2021.</p> <p>AG5 -Decided that the corresponding department should prepare the remedial timetable to S5 students, to do the remedial actions in these hours.</p> <p>And the S&H department will prepare the remedial timetable for the S3 students.</p> <p>The EEE and Civil departments may conduct the remedial examination through online mode and others should do it through offline mode.</p> <p>AG6-Decided that the classes of Minor in S3 offered by the CSE department will be in Room No 109 and M.Tech Seminar hall.</p> <p>ECE department will do this to S3 CSE students and S5 Minors through MOOC courses.</p> |
|--|--|

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5.	AG7-Decided that, P&T activities will be discussed next week.
6.	AG8-Decided that the Einstein Science Talent Test 2021 will be conducted after 26 December 2021. The test will conduct through online and offline mode.
7.	AG9(1)- Decided that the first series test of S1, S3, and S5 and the second series test of S7 starts on the first week of January 2022.
8.	AG9(2)-Decided to give Compensatory Off if the faculties work in the night.
 PRINCIPAL	



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Academic Year: 2021-22		Date:17/11/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr.Anoop K. J.		Er. C. R. Thomas	
Dr.Nirmala Joseph		Prof. Elias Janson K	
Dr.K.Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof.Resmara S.	
Prof.Manikandan S			

AGENDA

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|--|---|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Update the progress of NAAC 4. Classes of first year 5. Update the progress of e-audit 6. Submit the result analysis of first series test of S7 | <ol style="list-style-type: none"> 7. Fees collection of S3, S5 and S7 8. Discussion about university results of S1 9. P&T activities 10. Any other matters |
|--|---|

S.No	DECISIONS
1.	AG2-All the related works of NBA of EEE and Civil departments are going in a smooth manner. Civil and EEE departments are preparing the SAR. Criteria 8 is assigned to S&H department, Criteria 9 is assigned to Dr. Shibu K R /CSE and Criteria 10 is assigned to Dr. Abdul Rahman /ME and Dr. Reshmi N C /ECE.
2.	AG3- All the related works of NAAC will try to complete, before 30 November 2021.
3.	AG4 - Decided that the welcome ceremony of the first year will inaugurate on 20 November 2021 and the first-year classes will start on 22 November 2021.
4.	AG5 -Decided that all auditors should submit the report of e-audit on this week.


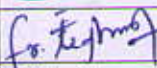

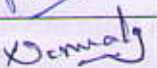


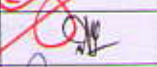

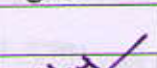
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5.	AG6-Decided that the consolidated internal marks of the first series exam of S7 are to be submitted on 23 November 2021.
6.	AG7-Decided that all students from S3, S5, and S7 should try to pay the tuition fees as early as possible.
7.	AG8-All HODs have shared the analysis of the university result of S1 to Principal.
8.	<p>AG9- Er. C R Thomas, Dean Placement has discussed the details of P&T activities in detail.</p> <p>(1). There was good student attendance for the training session on November 12, 2021.</p> <p>(2). An online placement training program provided by MSME is scheduled for S7 students on 24 November 2021, Wednesday.</p>
9.	<p>AG10(1)-Decided that all HODs should collect the list of students from S3 for the Minor.</p> <p>AG10(2)-Decided that all students should keep their mobile phones either in silent mode or in a switch-off position. Any student who uses this in the classroom will be fined an amount of Rs.50 for each instance.</p> <p>AG10(3)-Decided that students should produce the leave form signed by CFA and HOD's, while they are staying in the hostel.</p>
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Academic Year: 2021-22		Date:10/11/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

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| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Update the progress of NAAC 4. Classes of first year 5. Update the progress of e-audit | <ol style="list-style-type: none"> 6. Select the new PTA executive members from ECE, ME, CE and S&H 7. Fees collection of S7 8. Fix the punching time 9. P&T activities 10. Any other matters |
|--|--|

S.No	DECISIONS
1.	AG2-All the related works of NBA of EEE and Civil departments are going on smoothly. The pre-qualifier of these two departments was approved.
2.	AG3- All the related works of NAAC are going on smoothly.
3.	AG4 - Decided that as per the university notification the first-year classes will start on 22 November 2021
4.	AG5 -Decided that all auditors should submit the report of e-audit on 12 November 2021.
5.	AG6-Decided that the new PTA executive members from ECE, ME, CE, and S&H are Prof. Maria Joseph, Prof. Sunildutt, Prof. Mervin Eliyas, and Prof. Divyamol V respectively.
6.	AG7-Decided that all students from S7 should to pay the tuition fees before the university registration.




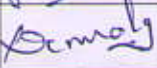

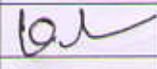
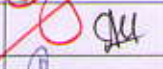


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7.	AG8-Decided that the punching time is rescheduled to before 9 am and after 4 pm from 15 November 2021 onwards.
8.	<p>AG9- Er. C R Thomas, Dean Placement has discussed the details of P&T activities in detail.</p> <p>(1). An online placement training program is scheduled for S7 students on 12 November 2021, Friday during 3rd and 4th period.</p> <p>The hours identified for a specific subject, used up by P&T during the week, will be substituted by the P&T hours in the same week for that subject.</p> <p>(2). Online sessions are to be conducted in different classes simultaneously for all departments, will continue on any one day of the week as per the consent of the resource person of Christ University.</p> <p>(3) Planning training for entrepreneurship from MSME to the final year students through online mode.</p>
9.	<p>AG10(1)-Decided that the following members were proposed for the in-charge of Society. Prof.Divyamol V /S&H, Prof.Rinu Susan Roy /EEE, Prof.Ushus Maria Joseph /CSE, Mr.Lenu Peter /ME, Mr.Mobin M/EEE and Mr.Biju Kurikose /Office.</p> <p>AG10(2)-Decided that all HODs should prepare the program list and budget to do the activities for the students for the two semesters.</p> <p>AG10(3)-Decided that students from S4 who are staying in the hostel should pay the hostel rent and caution deposit as early as possible.</p> <p>AG10(4)-Decided that the first and third Saturday will be the working days of the college after the commencement of first-year classes.</p>
 PRINCIPAL	

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Academic Year: 2020-21		Date: 03/11/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Update the progress of NAAC 4. Classes of first year	5. Fix the Co-ordinators of Admission 2022, STEM, Alumni, Society, Women's cell, Einstein Talent test 6. P&T activities 7. Any other matters
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S.No	DECISIONS
1.	AG2-All the related works of NBA of EEE and Civil departments are going in a smooth manner.
2.	AG3- All criteria in charges of NAAC should try to complete the file works as early as possible.
3.	AG4 - Decided that As per the university notification the first year classes will start on 22 November 2021. To arrange the welcome ceremony and election of parent's representatives from first year on that day. To arrange the one week induction programme about Engineering Mathematics from 15 November onwards, to the first year students through online mode.
4.	AG5 -Decided to assign the following Co-ordinators 1. Admission 2022-Prof Manikandan. S, HOD/ME and Prof. Elias Janson K, HOD/ECE 2. Einstein Talent Test-Prof. Annie Chacko, HOD/CSE and Mr. Nikith K Zachariah/ PRO



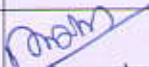
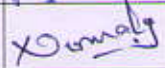

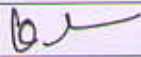



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	3. STEM- Mr.Nikith K Zachariah/PRO 4. Alumni-Prof.Almara Joseph/ECE and Prof.Elias Thomas/CE 5. Women's Cell-Prof.Aryaleshmi R/CSE 6. Staff Welfare-Prof.Sijimol A. S/CSE The Co-ordinator for Sociey will be decided on next week.
7.	AG6- Er. C R Thomas, Dean Placement has discussed the details of P&T activities in detail. (1). Conducted the session about the topic 'Higher studies business awareness and Entrepreneurship 'on 3 rd November 2021 from 10.50 am to 12.30 pm through online mode. The hours identified for a specific subject, used up by P&TC during the week, will be substituted by the P&TC hours in the same week for that subject. (2). Online sessions are to be conducted in different classes simultaneously for all departments, will continue on any one day of the week as per the consent of the resource person of Christ University.
8.	AG7-Decided that All HODs should follow-up the Remedial session of S7 in a proper manner. All students from S7 should try to pay the tuition fees before the university registration. To schedule an interview to EEE ,Civil and S&H department on November 5 and 8 at 7pm.
<div style="text-align: right;">  PRINCIPAL </div>	

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No: MBC/ADM/AC/2021/39


Minutes of Meeting

Academic Year: 2020-21		Date: 27/10/2021	
Name of Facilitator: Principal		Time: 2.30 PM –3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Update the progress of NAAC 4. Fees collection of S7	5. First Series test of S7 6. Fix the dates of e-audit 7. P&T activities 8. Any other matters
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S.No	DECISIONS
1.	AG2- Decided to complete the draft pre-qualifier of NBA of EEE and Civil departments which are scheduled on 29 October 2021.
2.	AG3- Decided to file SSR of NAAC on 1 November 2021.
3.	AG4 - Decided to ask all students of S7 to pay the tuition fees .
4.	AG5- Decided to schedule the first series test of S7 on 8th, 9th and 10th November 2021.
5.	AG6 - Decided to schedule the pre-academic audit on 8th, 9th and 10th November 2021.
6.	AG7- Er. C R Thomas, Dean Placement has discussed the details of P&T activities in detail. (1). Obtained quotations from three parties. None of the quotations are in line with our tender. Even considering part compliance, the costs are high and hence no orders are recommended. (2). The students' participation of S7 of the talk about Leadership Skills, through online mode is

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	<p>very poor.</p> <p>(3. Consequently, offline sessions are to be conducted in different classes simultaneously for all departments, from 10.50 am to 12.30 pm on any one day of the week as per the consent of the resource person of Christ University.</p>
7.	<p>AG8-Decided that</p> <p>(1). All HODs should follow-up the Remedial sessions of S7 in a proper manner.</p> <p>(2).Should keeps the file for this session and should review after two weeks.</p> <p>(3) Prof.Rinu Susan Roy /EEE and Prof.Serene K T /CE should assist the works of examination of MG University.</p>

ACTION TAKEN REPORT

- 1.Conducted the PTA meeting of final year students through online mode.
- 2.Completed the presentation of Criteria 1 to 6 of EEE and CE departments.
- 3.Appointed the charge of NIRF to Dr.K Kanchana and AISHA to Dr.Shibu K R.
- 4.Prnsented the pre-qualifier of EEE and CE dept.
- 5.Submitted the internal mark of S4 into KTU portal.




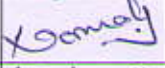

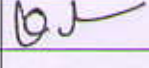
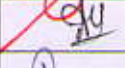




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Minutes of Meeting

Academic Year: 2021-22		Date:20/10/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Update the progress of NAAC 4. Submission of the consolidated internal mark and attendance of S4 | <ol style="list-style-type: none"> 5. Fees collection of S2 and S4 6. Offline Classes of S7 7. P&T activities 8. Any other matters |
|---|--|

S.No	DECISIONS
1.	AG2-Decided that all related works of Criteria 8,9 and 10 of NBA will start on next week. Also, decided that the meeting of pre-qualifier of NBA of EEE and Civil departments are scheduled on 25 October 2021.
2.	AG3- Decided that all the related works of NAAC will start on next week.
3.	AG4-The consolidated internal mark and attendance of S4 were submitted into the KTU portal.
4.	AG5 - Decided that all students from S2 and S4 should pay the pending fees ,on or before writing the university examination.
5.	AG6 -Decided that the offline classes of S7 starts on 25 October 2021 onwards from 9am to 4pm.
6.	AG7- Er. C R Thomas, Dean Placement will discuss the details of P&T activities on next week.
7.	AG8-Decided that the punching time is fixed as before 9.30am and after 3.30pm for all staffs.

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To collect the list of students for the transportation facilities provided by the college.

To issue a notice for the payment of uniform to the S2 students.

To schedule the talk on Leadership Skills to S7 students on 23 October 2021.



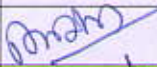
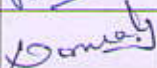
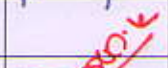
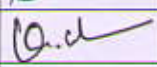



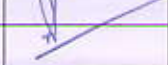


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Minutes of Meeting


Academic Year: 2021-22		Date:13/10/2021	
Name of Facilitator: Principal		Time: 2.00 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. EldhoSaju	
Dr.Anoop K. J.		Er. C. R. Thomas	
Dr.Nirmala Joseph		Prof. Elias Janson K	
Dr.K.Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof.Resmara S.	
Prof.Manikandan S			


AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Update the progress of NAAC	4. Submission of the consolidated internal mark and attendance of S4 5. Fees collection of S2 and S4 6. Offline classes of S7 7. P&T activities 8. Any other matters.
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S.No	DECISIONS
1.	AG2-All the related works of Criteria 8, 9 and 10 of NBA are going in a smooth manner.
2.	AG3- All the related works of NAAC was started. And allotted members for all criteria's for the smooth functioning. Decided that all criteria heads should submit the SSR before 1 November 2021. Decided that a meeting of the pre-qualifier of NBA of EEE and Civil departments is scheduled on 20th October 2021.
3.	AG4-Decided that the consolidated internal mark of S4 should be submitted to the KTU portal on October 13.
4.	AG5 - Decided that all students from S2 and S4 should pay the pending fees before the issue of the hall ticket.
5.	AG6- Decided that

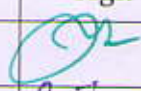
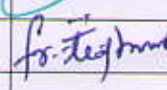

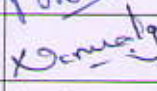
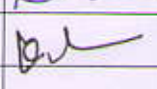



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	<p>The offline class of S7 starts on 20 October 2021 onwards from 9am to 4pm.</p> <p>All students either should have 2 dose vaccinated or to produce the RPTCR negative report.</p> <p>College uniform is mandatory to all students.</p> <p>The punching time is fixed as before 9am and after 4pm for all staffs.</p>
6.	<p>AG7 -Er. C R Thomas, Dean Placement has discussed the details of P&T activities in a detail.</p> <p>Christ University resource persons have confirmed the training sessions, which are to be scheduled as per the guidelines provided by CEC.</p> <p>Sessions for S7 is scheduled on October 23, 30 and November 6 and for S5 on December 4, 11 and January 8.</p> <p>Placement data from MBCCET website are noted to be in two formats with some discrepancies and requires to be rationalised. Further, it needs to be suitably represented.</p> <p>Tender proposal for P & T sessions by external agencies has been released.</p>
7.	<p>AG8-Decided that</p> <p>To issue a notice for the payment of uniform to the S2 students.</p> <p>To collect the list of students for the transportation facilities provided by the college.</p> <p>All students from S4 should pay the mess fess before to issueing the hall ticket.</p> <p>The hostel reopens on 18 October and mess will be available on 19 October 2021 to the S2 students. Those students should pay Rs 2000 as hostel fees and should have 2 dose vaccinated or to produce the RPTCR negative report.</p> <p>Remedial classes to S7 students will start after the pooja holidays, as mentioned in the college timetable.</p> <p>Students should stay in hostel as branch wise. If the students have Covid Positive, only those students and their primary contacts should undergo quarantine.</p> <p>WAR room will provide to students, if they are affected by Covid Positive.</p>
<div style="text-align: right;">  PRINCIPAL </div>	

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No: MBC/ADM/AC/2021/36

Minutes of Meeting

Academic Year: 2021-22		Date:06/10/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr.Anoop K. J.		Er. C. R. Thomas	
Dr.Nirmala Joseph		Prof. Elias Janson K	
Dr.K.Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof.Resmara S.	
Prof.Manikandan S			
AGENDA			
1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Update the progress of NAAC		4. Submission of the consolidated internal mark and attendance of S4 5. Fees collection of S2 and S4 6. P&T activities 7. Any other matters	
S.No	DECISIONS		
1.	AG2-Decided that all related works of Criteria 8,9 and 10 will start on next week. Also, seeking for a mentor for the smooth functioning of NBA.		
2.	AG3- Decided that all the related works of NAAC were started. And decided that to re-frame the in-charge of criteria on next week for its smooth functioning. Decided that in-charge of NIRF is assigned to Dr.K .Kanchana ,HOD/EEE department and AISHA is assigned to Dr.Shibu K R,Associate Professor/CSE dept.		
3.	AG4-Decided that the consolidated internal mark of S2 and S4 should be submitted on October 8 and October 13 respectively.		
4.	AG5 - Decided that all students from S2 and S4 should pay the pending fees before ending the classes, then only to register the university examination.		
5.	AG6 - Er. C R Thomas, Dean Placement has discussed the details of P&T activities in a detail.		

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Christ University resource persons have confirmed the training sessions, which are to be scheduled as per the guidelines provided by CEC.

Topic for training includes Leadership skills, Higher studies, business awareness, entrepreneurship, Personal skills, etiquette, etc. Aptitude test, Communication skills, etc.

Sessions for S7 can be scheduled from October 20 onwards and for S5 from beginning of December 2021.

Placement data from MBCCET website are noted to be in two formats with some discrepancies and requires to be rationalised. Further, it needs to be suitably represented.

Placement training sessions conducted online in the last one year can be archived into a digital library and used for future training, to make it a cost effective proposition.

Tender proposal for P & T sessions by external agencies has been released.

AG7(1)-Decided that

The offline classes of S7 starts on 20 October 2021 onwards from 9am to 4pm.

All students either should have 2 dose vaccinated or produce the RPTCR negative report.

6. College uniform is mandatory to all students.

AG7(2)-Decided that faculties may avail the work from home facility on 18 October 2021.

AG7(3)-Decided that the online classes of S4 is extended to 13 October 2021.


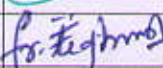

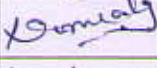
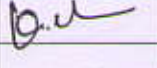





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Minutes of Meeting


Academic Year: 2021-22		Date: 29/09/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

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|--|---|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Progress of arrear coaching of S7 students 4. Submission of the consolidated internal mark of S2 and S4 | <ol style="list-style-type: none"> 5. Contact classes of S4 6. Fees collection of S2 and S4. 7. P&T activities 8. Any other matters |
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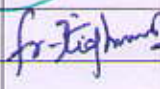

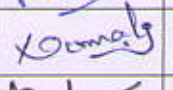

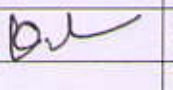



S.No	DECISIONS
1.	AG2-The presentation of Criteria 6 of Civil and EEE department were completed. Decided that the preparation of criteria 8,9,10 will handle by Prof. Anie T Thomas, Prof. Rahul Ajithkumar and Dr. Shibu K R.
2.	AG3- Decided that the arrear coaching class of S7 will start after the Pooja holidays.
3.	AG4- Decided that the internal mark of S2 and S4 should submit on October 8 and October 13 respectively.
4.	AG 5-The contact classes of S4 is going smoothly. Decided that all the subject teachers should identify the slow learner's students with the help of CFA and train the students and conduct the test, to pass the university examination.

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5.	AG6 - Decided that all students from S2 and S4 should pay the pending fees before ending the classes, then only to register the university examination.
6.	AG7 (1) - P & T activities for S7 discussed with Rubicon, stands cancelled. AG7 (2) -Tender proposal release planned immediately, with last date for quotation submission being October 11, 2021. AG7 (3)-Christ University resource persons' list obtained for P & T activities. Scheduling to be done based on the College timetable.
<div style="text-align: right;">  PRINCIPAL </div>	

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Academic Year: 2021-22		Date:22/09/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr.Anoop K. J.		Er. C. R. Thomas	
Dr.Nirmala Joseph		Prof. Elias Janson K	
Dr.K.Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof.Resmara S.	
Prof.Manikandan S			

AGENDA

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Progress of arrear coaching of S6 students 4. Submission of the consolidated mark sheet of second series test of S2 and S4 | <ol style="list-style-type: none"> 5. Contact classes of S4 6. Online classes of S7 7. Fees collection of S2 and S4. 8. Any other matters |
|---|---|

S.No	DECISIONS
1.	AG2- NBA Criteria Wise presentation of Civil and EEE department is going smoothly
2.	AG3- The special supplementary coaching of S6 students is going smoothly. Hod, mentors, and faculty advisors should be monitoring the student participation and the effectiveness of the coaching class.
3.	AG4-Decided that the second series consolidated mark sheet of S2 is submitted on or before 06/09/2021 and the S4 consolidated mark sheet is submitted on 29/10/2021
4.	AG 5-The contact classes of S4 is going smoothly
5.	AG6-Decided that the timetable committee should prepare the S7 online classes timetable department wise from 27/09/2021 to 08/10/2021
6.	AG7 - Decided that all students from S2 and S4 should pay the pending fees before ending the classes, otherwise they shouldn't be promoted to the higher semester.

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7.	AG8 (1)- Prof . Annie T Thomas is assigned as NBA coordinator of the S&H department
8.	AG8 (2)-The T&P department plan to conduct placement training coaching for all the final year students. The proposed date for the training is 30/09/2021,07/10/21.08/10/2021. All department heads should assign three faculty members for the training session

ACTION TAKEN REPORT

Conducted the onam celebration in online mode.



PRINCIPAL



Mar Baselios Christian College of Engineering and Technology

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Academic Year: 2021-22		Date:15/09/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr.Anoop K. J.		Er. C. R. Thomas	
Dr.Nirmala Joseph		Prof. Elias Janson K	
Dr.K.Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof.Resmara S.	
Prof.Manikandan S			


AGENDA

- | | |
|--|--|
| 1. Discussion of previous meeting minutes and the Action Taken Report. | 5. Contact classes of S4 |
| 2. Progress of NBA. | 6. Progress of the preparation of time table |
| 3. Onam Celebration through Online mode | 7. Fees collection of S2 and S4. |
| 4. Progress of the Mentoring Plan | 8. Any other matters. |

DECISIONS

S.No	DECISIONS
1.	AG2-The presentation of Criteria 1, 2, 3 and 4 of Civil and EEE departments were completed.
2.	AG3- Decided that all the works related to Onam Celebration were completed and will stream on soon.
3.	AG4-Mentoring process of each subjects were started, and mentors should follow up the students those who have less than 5 arrears, and to persuade students to attend the arrear coaching class in a regular manner.
4.	AG 5- Decided that the contact classes of S4 will start on 22 September 2021. As per the university instruction, all students should produce the RPTCR report, to attend the contact classes.


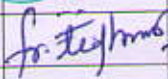

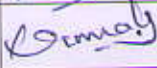
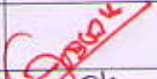
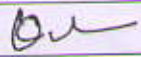



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	<p>The classes will start from 9am and ends at 4pm. The revision classes should be scheduled in the forenoon and practical classes in the afternoon.</p> <p>All departments should prepare the timetable for the same.</p> <p>The practical examination of S4 should be scheduled with the senior faculty as external examiner.</p>
5.	AG 6- Prof.Tom Kuriakose is assigned to prepare the college timetable with the help of department timetable coordinators.
6.	AG7 - Decided that all students from S2 and S4 should pay the pending fees before ending the classes, otherwise shouldn't promote to the higher semester.
7.	AG8 (1)-Decided that S&H department should present Criteria 8 of NBA.
8.	AG8 (2)-Er.C R Thomas has prepared the master plan of P&T activities and will submit it along with the quotations from the external agencies.
9.	AG8 (3)- Decided to conduct a meeting in the presence of Director, Principal ,Dean Placement , Dean Academics , to finalise the self-appraisal form , as early as possible.
10.	AG8 (4)-Decided that to give a special training to the first year students for the tough subjects. First year students may stay at hostel for the study purposes.
<div style="text-align: right;">  PRINCIPAL </div>	

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No: MBC/ADM/AC/2021/32

Minutes of Meeting

Academic Year: 2021-22		Date:08/09/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Subject Allocation 4. Onam Celebration through Online mode 5. Mentoring Plan	6. Conduct practical examinations of S2, S4 and S6 7. Second series examination of S2 and S4 8. Preparation of time table 9. Any other matters.
--	--

S.No

DECISIONS

1.	AG2- The presentation of criteria 2 of the EEE and the Civil department were completed.
2.	AG 3-All the departments were completed the subject allocation for the upcoming semester.
3.	AG 4-Decided to celebrate the Onam through virtually on 8th September 2021 at 8 pm.
4.	AG 5- Dr. Anoop K J, Dean Academics has presented the proposed mentoring plan for the current final year students in detail. Decided to conduct the PTA meeting of S6, those students who have 5 arrears, on 9th September 2021 onwards.
5.	AG 6 - Decided to conduct the practical examination for S2, S4, and S6 students through online mode. S6 practical evaluation to be completed before 20/09/2021 and other semesters should be complete before ending the regular classes.



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6.	AG 7 -Decided that the second series examination of S4 is scheduled on 15, 16, and 17th September 2021, and S2 is scheduled on 22, 23, and 24 September 2021.
7.	AG 8- Decided that Prof. Tom Kuriakose from the ECE department is appointed as the timetable coordinator of the college to prepare the timetable for the upcoming semester.
8.	AG 9(1) -Decided that the hostel reopens on 21 September 2021 for the contact classes of S4 students.
9.	AG9(2)-Decided that to conduct the meeting in the presence of Director, Principal, Thomas Sir, Dean Academics, to finalize the self-appraisal form, as early as possible.

ACTION TAKEN REPORT

Conducted the graduation ceremony 2021.

PRINCIPAL



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No: MBC/ ADM/ AC/2021/31 Minutes of Meeting


Academic Year: 2021-22		Date:01/09/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

- | | |
|--|---|
| 1. Discussion of previous meeting minutes and the Action Taken Report. | 7. Conduct practical examinations of S2, S4 and S6 |
| 2. Progress of NBA. | 8. Contact classes of S4 |
| 3. Progress of Graduation Ceremony 2021 | 9. Presence of teachers in the college for the admission. |
| 4. Subject Allocation | 10. Any other matters. |
| 5. Mentoring Plan | |
| 6. Onam Celebration through Online mode | |

S.No	DECISIONS
1.	AG2- Decided that the presentation of all NBA criteria for CE and electrical department starts from 03/9/2021. HODs and NBA coordinators from other department should be present in that meeting
2.	AG 3- All the related works of the Graduation Ceremony are going in a smooth manner.
3.	AG 4- Decided that life skills subject for first year is taken by science department
4.	AG 5- Dr. Anoop K J, Dean Academics has presented the proposed mentoring plan for the current final year students in a detail. Decided that to conduct the PTA meeting of S6, those students who have 5 arrears, on 9th September 2021 onwards.

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5.	AG 6 -Decided to celebrate the Onam through the NSS Cell of the college on 08/09/2021 in online mode
6.	AG 7 - Decided to conduct the practical examination for S2, S4 and S6 students through online mode. S6 practical evaluation to be completed before 23/09/2021.
7.	AG 8- As per the university notification the contact class for S4 students from 22/09/2021 to 8/10/2021. Each department should prepare the time table for theory (FN) and practical session(AN) for the same.
8.	AG 9 -Decided that all staff members should present in the college from 06/09/2021 onwards for the smooth functioning of admission.
9.	AG 10(1)-Decided that to collect the quotations from the external agencies and prepare the budget for the P&T activities to the students.
10.	AG10(2)-Decided that to conduct the meeting in the presence of Director, Principal ,Thomas Sir, Dean Academics , to finalise the self-appraisal form , as early as possible.
 PRINCIPAL	



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No: MBC/ADM/AC/2021/30 **Minutes of Meeting**

Academic Year: 2020-21		Date:18/08/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Progress of Graduation Ceremony 2021 4. Onam Vacations | <ol style="list-style-type: none"> 5. Subject Allocation 6. Onam Celebration 7. Discussion about the fees collection of S2 Students. 8. Any other matters. |
|---|--|

S.No


DECISIONS

1.	AG2- Decided that the presentation of criteria 1 of ECE and ME department starts next week.
2.	AG 3-All the related works of the Graduation Ceremony are going in a smooth manner.
3.	AG 4-Decided that the Onam holiday starts on 19/8/2021 and the college reopens on 31/8/2021.
4.	AG 5- Decided that all HODs should prepare the subject allocation and submit it on 2nd September 2021.
5.	AG 6 -Decided to celebrate the Onam after the holidays through the NSS Cell of the college
6.	AG 7 - Decided that all CFA should inform the pending fees details to students and ask them to pay before the registration.
7.	AG 8(1)-Decided that all HODs should prepare the Mentoring plan of S6 students, those who have arrears, in detail. Also, should schedule a PTA meeting of the parents of these students as early as possible.




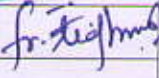

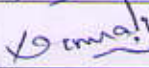
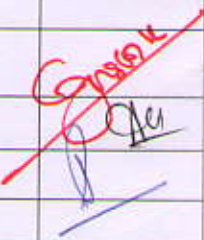
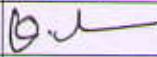

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8.	AG 8(2)-Decided that the college hostel reopens on 30th August 2021 after the Onam holidays.
9.	AG 8(3)-Decided that 50% faculties should come to the college from 31st August to 3rd September 2021, otherwise LOP will apply to those who took leave on the previous weekdays.
10.	AG 8(4)-Er. C R Thomas-Dean Placement has proposed a strategy to improve the overall academic performance of the students and suggested further discussions highlighting a variety of linkages. Suggested to have discussions on the Placement and Training master plan, so that external agencies can be identified for the same if felt essential.
11.	AG 8(5) - Reported design of a format for annual faculty appraisal and to discuss the same.
 PRINCIPAL	

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No: MBC/ ADM/ AC/ 2021/ 29 Minutes of Meeting

Academic Year: 2020-21		Date: 11/08/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Progress of Graduation Ceremony 2021 4. Status of e-audit.	5. University examination of S6 6. Status of the Online examination of Sustainable Engineering 7. Discussion about the fees collection of Students. 8. Any other matters.
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S.No	DECISIONS
1.	AG2-All departments completed the DAB meeting. Decided that the presentation of criteria 1 of ECE and ME departments starts next week.
2.	AG 3-All the related works of the Graduation Ceremony are going in a smooth manner.
3.	AG 4-All the auditors have submitted the report of e-audit to the Dean Academics.
4.	AG 5- The university examinations of S6 are going in a smooth manner.
5.	AG 6 -The Online examination of Sustainable Engineering was conducted well.
6.	AG 7 - Decided that all CFA should inform the pending fees details to students and pay as early as possible.
7.	AG 8(1)-Decided that the faculties who didn't record the online class should give the reasons for not recording in a letter signed by the corresponding faculty.
8.	AG 8(2)-Decided that all departments should prepare the detailed result analysis and



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submit it to Director through the Dean Academics.

ACTION TAKEN REPORT




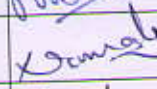

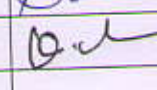
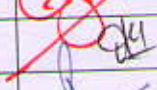

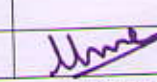
All departments were conducted DAB meeting.

 **PRINCIPAL**

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No: MBC/ ADM/ AC/2021/28

Minutes of Meeting

Academic Year: 2020-21		Date:04/08/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

- | | |
|--|---|
| 1. Discussion of previous meeting minutes and the Action Taken Report.
2. Progress of NBA.
3. Progress of Graduation Ceremony 2021
4. Classes of S4 | 5. Status to upload the Internal Marks of S6
6. Status of e-audit
7. Any other matters. |
|--|---|

S.No

DECISIONS

- | | |
|----------------------------------|--|
| 1.
2.
3.
4.
5.
6. | AG 2-Completed the NBA criteria 1 Presentation of the Civil and CSE department.
AG 3-All the underground works of Graduation Ceremony is going in a smooth manner.
AG 4-Decided that classes of S4 will resume on 10 th August 2021.
AG 5- Decided that all the departments should upload the internal marks of S6 on or before 5th August 2021.
AG 6 -The e-audit is going in a smooth manner. During the audit, it is noticed that some faculties didn't record the online classes in the classroom. So all faculties should upload the recorded class into google classroom.
AG 7 (1) - Decided that all office staff and 50% faculties should come to the college from 9/8/2021 onwards. |
|----------------------------------|--|

PRINCIPAL



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ACTION TAKEN REPORT




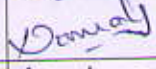

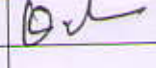
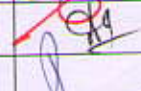


- 1.Submitted the consolidated marks of S8 into KTU portal.
- 2.Completed the presentation of CO-PO mapping in all departments.
3. Conducted the university examination of S8 through online mode.
- 4.Conducted the DAB meeting of CSE department on 31 July 2021.

 **PRINCIPAL**

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No: MBC/ ADM/ AC/2021/27

Minutes of Meeting

Academic Year: 2020-21		Date: 28/07/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Progress of NBA.
3. Fix the date of Graduation Ceremony 2021
4. Progress of the Preparation of lab video


5. Progress of the Remedial classes to S6
6. Classes of S2 and S4
7. Internal Marks of S6, including Lab
8. Registration of NDLI Club
9. Any other matters.



S.No	DECISIONS
1.	AG2-Completed the NBA criteria 1 Presentation of the Civil Engg department. The presentation of the CSE department starts on Thursday.
2.	AG 3- Decided to conduct the Graduation Ceremony 2021 on 6th September, 2021, at 7 pm.
3.	AG 4- Decided that all departments will complete the videos of the laboratory by this week.
4.	AG 5- Only the students from the EEE department have attended the remedial classes through offline mode. Other departments conducted the remedial class through online mode.
5.	AG 6 -Decided that the classes of S2 and S4 resume after completing the university examination.
6.	AG 7 - Decided that the date of submission of the final internal marks of S6 is on 4th August 2021. The lab-in-charges should prepare the marks of labs before the portal is open.




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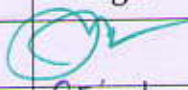
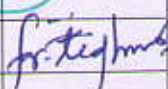

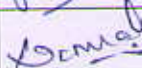

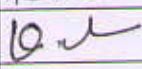


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8.	AG 8-Decided that all students should attend the Awareness class of NDLI Club on 29 July 2021 at 4pm. So all CFA should inform it to students.
9.	AG 9(1) - Decided that e-audit is postponed to 30 th July, 2nd August and 3 rd August 2021 through online mode.
<div>PRINCIPAL</div>	

 <p>MBC Mar Baselios Christian College of Engineering & Technology</p>	<p align="center">Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council</p>	Format No.	GOV : D3.4
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7.	AG 8-Decided that all students should attend the Awareness class of NDLI Club on 29 July 2021 at 4 pm. So all CFA should inform students.		
8.	AG 9(1) - Decided that e-audit is postponed to 30th July, 2nd August, and 3rd August 2021 through online mode.		
ACTION TAKEN REPORT			
Conducted the DAB meeting of CSE department.			
			 PRINCIPAL

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No: MBC/ ADM/ AC/2021/26 **Minutes of Meeting**

Academic Year: 2020-21		Date:22/07/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

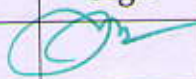


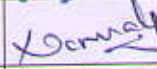

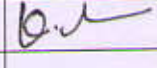



AGENDA

- | | |
|--|---|
| 1. Discussion of previous meeting minutes and the Action Taken Report.
2. Progress of NBA.
3. Progress of Graduation Ceremony 2021 | 4. Preparation of lab video
5. Remedial classes to S6
6. Any other matters. |
|--|---|

S.No	DECISIONS
1.	AG2-Decided that the presentation of criteria 1 of all departments starts next Monday. All criteria heads and HODs should attend the meeting.
2.	AG3- Decided that the date of the graduation ceremony will be fixed in the next week.
3.	AG4-Decided that all departments should prepare the tutorial videos of the laboratory of all semesters and share them with students. So all faculties should come to the college from 26.7.2021 onwards and prepare the videos of lab work.
4.	AG 5- Decided that all departments may schedule the remedial classes of S6. Students of S6 may come to the hostel for the preparation of the university examination from 26.7.2021 onwards.
5.	AG 7(1)-Decided that e-audit is scheduled on 28th, 29th, and 30th July 2021 through online mode.
6.	AG7 (2)- Decided that students of S6 should pay the pending fees on or before 30th July 2021 and Students of S2 and S4 should pay on or before 30th August 2021.

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No: MBC/ ADM/ AC/2021/25 **Minutes of Meeting**

Academic Year: 2020-21		Date:14/07/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Progress of NBA. 3. Submission of the marks of online examination of S8. 4. Update the status of the University examination of S1 and S3. | <ol style="list-style-type: none"> 5. Update the status of the Comprehensive examination of S6 6. Discussion about the collection of student's fees (S1, S3, and S6). 7. Any other matters. |
|--|--|

S.No

DECISIONS

1.	AG2-Decided that the criteria presentation of NBA of Electrical and Civil department will start on next Monday.
2.	AG3- Decided that faculties, who are handling the eighth semester, should enter the marks of the online examination into the KTU portal on or before 19 July 2021.
3.	AG4-The university examinations of S1 and S3 are going on smoothly
4.	AG 5- As per the university notification, all departments were scheduled the oral examination of the Comprehensive exam with an external expert. Also decided that the remuneration of this examination may be given as per KTU norms
5.	AG 6-Decided that students of S2, S4, and S6 who have pending fees should write an undertaking about payment of fees and submit it to the principal for KTU exam registration.
6.	AG7 (1)- Decided that for students who are not able to pay the fees which exceed the caution deposit amount of 23000 and 8000 rupees for hostelers and days scholars respectively, their project mark will only be submit on 30th August 2021.



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7.	AG7 (2)-Decided that the classes of S6 are extended up to 21st July.
8.	AG7 (3)-Decided to conduct the university examinations of Life Skill and Sustainable Engineering on 6th August through Online mode by the subject faculty.
9.	AG7 (4)-Decided that the CSE department will host the Graduation Ceremony 2021 on 4th August through online mode.

ACTION TAKEN REPORT

- 1.Postponed the criteria wise presentation of Civil and EE department on next week.
- 2.Submitted the consolidated marks of S8 into KTU portal.
- 3.Completed the presentation of CO-PO mapping in all departments.
- 4.Conducted the University examination of S8 through online mode.

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No: MBC/ ADM/ AC/2021/ 24 **Minutes of Meeting**

Academic Year: 2020-21		Date:07/07/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.K. Jayaraj	
Mr. K. A. Abraham		Fr. Eldose Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report.	6. Comprehensive examination of S6
2. Progress of NBA.	7. Discussion about the collection of student's fees (S1 and S3).
3. Progress of Online examination of S8.	8. Discussion about Hostel
4. Status of the coverage of portions of S6	9. Any other matters.
5. Submission of the consolidated internal marks of S6	

S.No	DECISIONS
1.	AG2-From Monday (12/07/2021) onwards NBA criteria 1 presentation starts for Civil and electrical engineering
2.	AG4- Sixth semester class will be extended up to 15 th July 2021
3.	AG5- All department should be submit the sixth semester internal examination consolidated mark list on or before 13/07/2021
4.	AG 6-Comprehenshivexamination of S6 with external examiner starts from 12 th July 2021
5.	AG 7- Pending fee collection for S1 and S3 students should be pay the fee before 12 th July 2021
6.	AG 8-Hostel facilities is available from 07/07/2021 onwards in the view of university examination 2021



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No: MBC/ADM/AC/2021/23 **Minutes of Meeting**

Academic Year: 2020-21		Date: 30/06/2021	
Name of Facilitator: Principal		Time: 2.30 PM - 3.30 PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Submission of the internal marks of S8 to KTU Portal.
3. Progress of NBA.
4. Progress of Online examination of S8.
5. University examination of S1 and S3.
6. Discussion about the collection of student's fees (S1 and S3)
7. Any other matters.

S.No

DECISIONS

1. AG2- All departments were submitted the consolidated internal marks of S8 into the KTU portal.
2. AG3- The presentation of CO-PO mapping of the CE, CSE, EEE, and ECE departments was completed. S&H department starts this week, after complete the ME department.
Also, the criteria-wise presentation of EEE and the Civil department will start as early as possible.
3. AG4- The Online examination of S8 is conducting smoothly.
Students and faculties have followed as per the guidelines of the examination.
4. AG 5- As per the university notification regarding the examination, the pending examinations to S1 starts on 9 July 2021 and S3 starts on 13 July 2021.
For writing the examination, students may come to the hostel on 7 July and 11 July respectively.
All CFA should collect the name list of students who are staying in the hostel, to the Students Advisor as early as possible.
5. AG 6- Decided that students from S2 and S4 should pay the full fees on this current semester,



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before the commencement of university examination of S2 and S4.

6. AG7 (1)-All students except Civil, may join the internships provided by the company Technologies Global R&D Lab. So all CFA should inform the students to register it.

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No: MBC/ADM/AC/2021/22 Minutes of Meeting

Academic Year: 2020-21		Date: 23/06/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Submission of the internal marks of S8 to KTU Portal.
3. Progress of NBA.
4. Online examination of S8.
5. Submission of second series analysis of S6.
6. Submission of university result analysis of S7.
7. Discussion about the collection of student's fees.
8. Any other matters.

S.No	DECISIONS
1.	AG2- Decided to upload the consolidated internal marks of S8 students into KTU portal when the portal is open.
2.	AG3- The presentation of CO-PO mapping of the CE, CSE, EEE and ECE department were completed. ME department will complete on this week.
3.	AG4- Decided to issue the guidelines regarding the online examination to all students and faculties. Decided to arrange a faculty meeting of faculties, who are handling S8, on 25 June 2021 @ 2.30pm to discuss the conduct of KTU examination.
4.	AG 5- Decided to submit the analysis of second series test marks of S6 on 2 nd July 2021.
5.	AG 6- Some departments were submitted the university result analysis of S7, Others should submit as early as possible.
6.	AG7 - Decided that faculty should not forward the marks of final project evaluation of



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students who didn't pay the full fees, into the KTU portal.

ACTION TAKEN REPORT

1. Conducted the first series test of S2 and S4 on 14th to 16th June 2021.
2. Conducted the Aptitude test and Mock interview to the students through Online mode.
3. Completed the presentation of Co-Po mapping in all departments except ME department.
4. Conducted the DAB meeting of Civil department on 28 May 2021.

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No: MBC/ ADM/ AC/2021/21 Minutes of Meeting

Academic Year: 2020-21		Date:16/06/2021	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

- | | |
|--|---|
| 1. Discussion of previous meeting minutes and the Action Taken Report. | 5. External evaluation of final year project. |
| 2. Submission of the internal marks of S8. | 6. Discussion about the collection of student's fees. |
| 3. Progress of NBA. | 7. Any other matters. |
| 4. Online examination of S8. | |

S.No

DECISIONS

- | | |
|----|--|
| 1. | AG2- Decided to submit the consolidated internal marks of S8 on 18 June 2021. |
| 2. | AG3- The presentation of CO-PO mapping of the CE, CSE, EEE, and ECE departments was completed. ME department starts the presentation on this week onwards. |
| 3. | <p>AG4-Decided that :</p> <p>The university examination of S8 through online mode is from 28 June 2021 to 12 July 2021, as per the KTU circular.</p> <p>Each department should form the Scrutiny Committee in which HoD and 3 senior faculty members, scrutinize the question paper prepared by the subject teachers.</p> <p>Each department should scrutinize the question paper on or before 22 July 2021 as per the format issued by the university.</p> <p>Each department should form the invigilation duty list, which includes 3 faculties to invigilate the examination through online mode.</p> <p>The timetable of the online examination will publish by the KTU cell of our college.</p> <p>The duration of the examination is from 9.30 am to 11.45 am and the answer scripts</p> |



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should be uploaded between 11.45 am and 12.15 pm.

A faculty meeting will be arranged before conducting the examination.

Finalize the question paper by 26 June 2021, and should be signed by faculty, reviewer, and HoD.

Upload the internal marks of S8 to the KTU portal on 19 June 2021.

4. AG 5- Decided that the external evaluation of the final year project will be conducted after completion of the university examination.

5. AG 6- Decided to issue a notice to all final year students to get the no due form, to write the examination.

6. AG7 (1)-Decided that the college office will work with 50% of the staff from 21 June 2021 onwards.

AG7 (2)-Er. C R Thomas has updated the details of placement activities.

1 student from the Civil department had shortlisted in the company CSSCORP.

4 students have cleared the test, which included the two phases in the company VVDN Technologies. They advanced to the third phase and the test will be on 24 June 2021.

Capgemini, the telecom sector company directly communicated to the students.

HCL also communicated directly to the students for an off-campus drive.

7. Acsia Technologies had scheduled a campus drive for 2019, 2020, and 2021 pass-out students and the test will be scheduled soon.

Soti, scheduled a campus drive for the third-year students, and the test will be in July.

1 student from CSE is placed in the company 6D Technology.

1 student from CSE has got an intern offer in the company Full Creative.

Thomas Sir has presented the feedback details collected from the students in a detailed manner.

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Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			


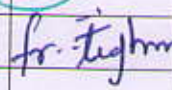

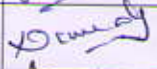

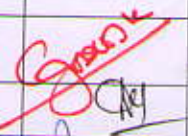


AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Submission of the consolidated mark sheet of second series test of S8.
3. Progress of P&T
4. Progress of NBA
5. Second series test of S6
6. Progress of Website.
7. Any other matters.

S.No	DECISIONS
1.	AG2- Decided to submit the consolidated mark list of the second series test of S8 on 15 June 2021.
2.	AG3- Er. C R Thomas has scheduled various activities involved in the P & T. Decided to postpone the scheduled activities and will conduct them at the beginning of the next semester.
3.	AG4- The presentation of CO-PO mapping of the CE, CSE, and EEE departments was completed. ECE department starts the presentation from this week onwards.
4.	AG5- Decided that the second series test of S6 starts on the 24th, 25th, and 26th of June 2021.
5.	AG 6 - Department coordinators have updated the college website in an effective manner.
6.	AG 7(1)-84 students have attended the training provided by iSkew Summit and the sessions were started from 3.30 pm to 5.30 pm and will end on 21 June 2021.
7.	AG7 (2)-Decided that the internal evaluation of S8 should complete on or before 17 June 2021. Also, should use the external examiner from the sister department for the final evaluation of the project of the final semester.

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Academic Year: 2020-21		Date: 2/06/2021	
Name of Facilitator: Principal		Time: 2.30 PM - 3.30 PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. First series test of S2 and S4 3. Progress of P&T | <ol style="list-style-type: none"> 4. Progress of NBA 5. Progress of Website. 6. Any other matters. |
|---|--|

S.No

DECISIONS

- | | |
|----|---|
| 1. | AG2- Decided that the first series test of S2 and S4 will start on the 14th 15th and 16th of June 2021. |
| 2. | AG3- Er. C R Thomas has updated the various activities involved in the P & T.
<ol style="list-style-type: none"> 1. Conducting the Aptitude test to students each year. 2. Conducted the Mock interview with the final year students with the help of the corresponding department. 3. The latest updating regarding the student who is placed in various companies are:
 1 student (2020 pass out CSE), were placed in E&Y,
 1 student was placed in Full creative from ECE
 1 student was placed in 6D from CSE |
| 3. | AG4- The presentation of CO-PO mapping of the CE, CSE department were completed. EEE department starts the presentation from this week onwards. |
| 4. | AG 5 - Department coordinators have effectively updated the college website. |
| 5. | AG 6(1)-2 students have attended the test provided by iSkew Summit and the date of the test is |



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extended up to June 6. And only a few students were paid the fees for the training.

They will provide 18 hours session and starts on the second week of June.

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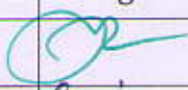
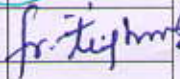

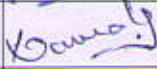
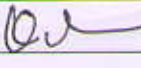



ACTION TAKEN REPORT

- 1.Scheduled the timetable for P&T classes to the students.
2. Arranging all the functions of the college through online due to this Pandemic Covid-19.
- 3.Submitted the Pre-audit report to Dean Academics.
- 4.Conducted the presentation of CO-PO mapping of Civil department.


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Academic Year: 2020-21		Date: 19/05/2021	
Name of Facilitator: Principal		Time: 2.30 PM – 3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

- | | |
|--|--|
| 1. Discussion of previous meeting minutes and the Action Taken Report.
2. Progress of e-audit
3. Progress of P&T classes | 4. Progress of NBA
5. Any other matters |
|--|--|

S.No	DECISIONS
1.	AG 2- All HODs were submitted the details of the e audit to Dr. Anoop K J, Dean Academics.
2.	AG 3- The P&T classes to all departments are re-scheduled from 24 May 2021 onwards through online mode. Decided to arrange a webinar for the motivation talk regarding the placement to S6 students on 21 May 2021 at 4 pm through online mode.
3.	AG 4 - The presentation of CO-PO mapping of the Civil department was completed. And the CSE department will start on 20 May 2021 at 2.30 pm.
4.	AG 5- Decided that the website coordinators of all departments should try to complete the update of the website as early as possible.


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No: MBC/ ADM/ AC/ 2021/16 Minutes of Meeting


Academic Year: 2020-21		Date:12/05/2021	
Name of Facilitator: Principal		Time: 2.30 PM - 3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

- | | |
|--|--|
| <ol style="list-style-type: none">1. Discussion of previous meeting minutes and the Action Taken Report.2. Progress of Entrance crash program3. Progress of P&T classes4. Progress of Module test | <ol style="list-style-type: none">5. Progress of NBA6. Discuss about Topic- Covid Awareness in 20217. Any other matters. |
|--|--|


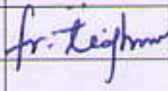
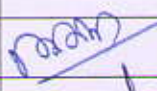
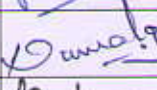

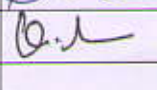



S.No	DECISIONS
1.	AG 2- Online Entrance crash programme is going on smoothly. On an average, there were 50 students attending on the second day of this class.
2.	AG 3-Er.C R Thomas has updated the information about the P&T classes in detail. The participation of the first-year students was good. But the participation of the final year students was not satisfactory. So it is decided to inform the parents, that the students are not attending the sessions.
3.	AG 4 -The module test of S2 and S4 is going on smoothly.
4.	AG 5- Decided that presentation of CO-PO mapping with justification will start on next week onwards. Decided to conduct the DAB meeting of all departments on or before 24 May 2021.
5.	AG 6-Decided to conduct the awareness of Covid -19 such as poster competition, video competition, invited talk through NSS cell of our college in online mode.

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6.	AG 7(1)-Decided that all HODs should submit the details of Pre-audit as early as possible.
7.	AG-8- Decided that all the department should follow the guidelines of Honor offered by the University.
<div style="text-align: right;">  PRINCIPAL </div>	


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No: MBC/ ADM/ AC/2021/15 **Minutes of Meeting**

Academic Year: 2020-21		Date:05/05/2021	
Name of Facilitator: Principal		Time: 2.30 PM - 3.30PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.K. Jayaraj	
Mr. K. A. Abraham		Fr. Eldose Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

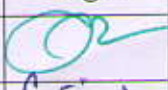

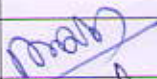
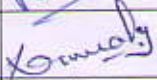

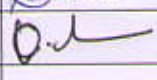

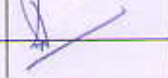

AGENDA

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| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Publish the attendance and first series internals of S6. | <ol style="list-style-type: none"> 3. Module test 1 of S2 and S4. 4. Issues of first series test of S8. 5. Any other matters. |
|---|--|

S.No	DECISIONS
1.	AG 2- Decided to publish the attendance and consolidated mark of the first internals of S6 on May 12, 2021.
2.	AG 3- Decided to conduct the Module test 1 of S2 and S4 from 10th May onwards.
3.	AG 4 -Decided that teachers may give the chance to re-write the first series test of S8 if the students didn't submit the answer scripts in the allotted time.
4.	AG 5(1)-Er. C R Thomas has scheduled a timetable of P&T class for S2, S4, S6, and S8 students. The sessions will start on 10th May 2021 from 5.30 pm to 7 pm through online mode.
5.	AG 8(1)-Decided to conduct all functions in the college through online mode due to the pandemic situation of Covid -19.
<div style="text-align: right;">  PRINCIPAL </div>	

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No: MBC/ ADM/ AC/2021/14 **Minutes of Meeting**

Academic Year: 2020-21		Date:28/04/2021	
Name of Facilitator: Principal		Time: 3.00 PM -4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

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| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the Progress of Admission 2021 3. Progress of NBA work 4. Update the progress of first series test of S8. 5. Series test of Sixth semester. | <ol style="list-style-type: none"> 6. Progress of the classes of S2 and S4. 7. Update the progress of placement. 8. Any other matters. |
|--|---|

S.No	DECISIONS
1.	AG2- Decided to start the phone call to the +2 students to join the Engineering Entrance Crash Course by the lab faculties.
2.	AG3- The Zeroth presentation of NBA of 3 departments completed, and the remaining will be on 29 April 2021.
3.	AG4- Decided to publish the consolidated marks of the first internal test and attendance of the final year students on 7 May 2021.
4.	AG 5 -Decided to start the first series test of S6 on 3rd, 4th, and 5th of May 2021.
5.	AG 6 - The classes of S2 and S4 are going smoothly.
6.	AG 7- Er. C R Thomas has scheduled a timetable of P&T class for S2, S4, S6, and S8 students.
7.	AG 8(1)-Decided to give leave to all lab staff due to the pandemic situation of Covid - 19. Also, The minimum number of office staff may be present in the college for smooth functioning.



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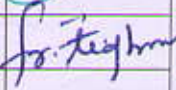

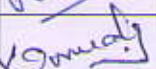
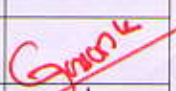
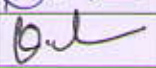
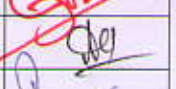
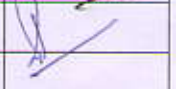

ACTION TAKEN REPORT

1. Postponed the Zeroth presentation of NBA by HOD to 26/4/21.
2. Conducted the first series test of S8 on 26/4/2021 to 28/4/2021. •
3. Appointed Prof. Lijosh Mathews and Prof. Aby Alias as the co-ordinators of Engineering Entrance crash programme.
4. Appointed Prof. Anoop Joy & Prof. Dhaniesh j Dhanam as the co-ordinators of MBC scholarship exam and Mock entrance.

PRINCIPAL

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No: MBC/ADM/AC/2021/13 **Minutes of Meeting**

Academic Year: 2020-21		Date: 21/04/2021	
Name of Facilitator: Principal		Time: 3.00 PM – 4.30.00 PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA



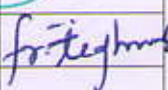



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| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the Progress of Admission 2021 3. Progress of NBA work 4. University examination of S1 and S3. | <ol style="list-style-type: none"> 5. Update the progress of placement. 6. Discussion about how to prevent the spread of Covid -19 7. Any other matters |
|--|--|

S.No	DECISIONS
1.	AG2- Decided to appoint Prof. Lijosh Mathews and Prof. Aby Alias as the co-ordinators of the Engineering entrance crash program. Prof. Anoop Joy and Prof. Dhaniresh J Dhanam. are appointed as the coordinator of the MBC scholarship exam and Mock Entrance.
2.	AG3- Decided that the Zeroth presentation of NBA by HOD on 26 & 27 April 2021.
3.	AG4- The university examinations of S1 and S3 were postponed due to this pandemic situation of Covid-19. Decided to issue a notice to the students regarding the preparation for the university examination.
4.	AG 5 -Er. C R Thomas has updated the details of the placement. 1 student from CSE has placed in Image Info System, Bangalore. 5 students were selected for interview in Infosys.
5.	AG 6 - Decided to arrange poster competition, videos against the spread of Covid - 19

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	by the NSS cell of our college			
6.	AG 6(1)-Decided that 50% of lab staffs and office staffs may be present in the college, after getting the order from the Govt.			
7.	AG 6 (2)-Decided that lab faculties may avail their vacation leave either SVL slot of 15 days or 7 days' vacation slot of 21 days.			
8.	AG 6(3) - Er. C R Thomas will handle an Online class on career counselling to the +2 students after 23 May 2021.			
<div> PRINCIPAL</div>				

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No: MBC/ADM/AC/2021/12 **Minutes of Meeting**


Academic Year: 2020-21		Date: 15/04/2021	
Name of Facilitator: Principal		Time: 3.00 PM – 4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Dr. Nirmala Joseph		Fr. Eldho Saju	
Dr. Manoj Nallanathel		Er. C. R. Thomas	
Prof. Manikandan S		Prof. Elias Janson K	
Prof. Ushus Maria Joseph			
Prof. Resmara S.			

AGENDA

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| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the Progress of Admission 2021 3. Progress of NBA work 4. Discussion on result of Model examination of first year. | <ol style="list-style-type: none"> 5. University examination of first semester. 6. Attendance publishing and result of first series test of S8 7. Series test of sixth semester. 8. Any other matters Any other matters |
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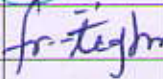

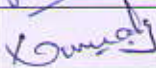




S.No	DECISIONS
1.	AG2- Decided to conduct the meeting regarding “admission 2021” on 20th April 2021
2.	AG3- NBA- Hod’s presentation postponed to the third week of April 2021
3.	AG4- Decided to give proper coaching for first-year students according to the results of the model examination
4.	AG5- the first-year university examination will start from 19th April 2021, hostel facilities for first-year students will be available.
5.	AG 6 - Decided that the result of the first series test and Attendance of eighth-semester students to be published on 07th May 2021
6.	AG7- Decided to conduct Sixth-semester series exam from the first week of May 2021 (03/05/2021 to 05/05/2021)

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7.	AG 8 -Planning to conduct the APJAKTU funded FDP in civil and ECE departments on the second week of May 2021
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No: MBC/ ADM/ AC/ 2021/11 **Minutes of Meeting**


Academic Year: 2020-21		Date: 07/04/2021	
Name of Facilitator: Principal		Time: 3.00 PM -4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Ushus Maria Joseph	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			


AGENDA

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| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the Progress of Admission 2021 3. Progress of NBA work 4. Progress of the Registration of S6 & S8. 5. University examination of S1 and S3. | <ol style="list-style-type: none"> 6. First series examination of S8. 7. New selection of faculty. 8. Any other matters |
|---|--|






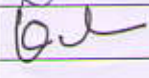



S.No	DECISIONS
1.	AG2- Plan to discuss giving some help in return to students who are helping for the admission 2021 in the admission meeting To update the college website in connection with admission 2021 To find a suitable agent in connection with admission 2021
2.	AG3- Decided that the Zeroth presentation of NBA by HOD on 15 /04/21 to 16/04/21 Decided that the lab in charge should prepare the budget of each lab with the help of technical staff from 12/04/21 to 16/04/21
3.	AG4- S6 and S8 students should pay at least 50% of the semester fee for considering registration of the course
4.	AG 5 - The Hostel will be open for S3 & S1 students from 13/04/2021. Hostelers need to pay the rent & Mess Fees in Advance. Students who need the Hostel Facility should give their names to CFA before 11/04/2021.

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	Hostel Fees: Rs. 150/Day, Mess Fees: Rs. 135/Day
5.	AG 6 - Decided to conduct the first series test for final year students in the last week of April (26/04/2021 to 28/04/2021)
6.	AG 7 - Three new faculties have joined the college on 7th April 2021 (in electrical, civil, computer science departments)
7.	AG 8 - The training and placement department drive -IMAGE Solutions, Bangalore Schedules the Test on April 09 AN., Interview on April 12, 13, and 15 based on shortlisting.
<div style="text-align: right;">  PRINCIPAL </div>	

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No: MBC/ADM/AC/2021/10 **Minutes of Meeting**

Academic Year: 2020-21		Date:24/03/2021	
Name of Facilitator: Principal		Time: 3.00 PM –4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

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|---|--|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the Progress of Admission 2021 3. Progress of NBA work 4. Progress of the Model examination of first year | <ol style="list-style-type: none"> 5. University examination of third semester. 6. Any other matters |
|---|--|

S.No	DECISIONS
1.	AG2- Distributed the form to all faculties to collect the address and phone number of +2 students and should submit it on or before 14 April 2021.
2.	AG3- Decided that to postpone the Zeroth presentation of NBA by HOD after the holidays and election. Decided that the lab in charge should prepare the budget of each lab with the help of technical faculties and submit it after the holidays.
3.	AG4-The model examination of first-year is going smoothly. The examinations were effective and more beneficial to the students.
4.	AG 5 -The university examination of the third semester had scheduled by KTU after the election.
5.	AG 6(1) - Decided that an interview for the requirement of faculty in various departments will start on 24 March 2021 onwards.
6.	AG 6(2)-Decided that students who didn't pay the tuition fees, shouldn't permit to attend the online class.

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All HOD's should inform the details of pending fees to the CFA.

7. AG 6(3) - The training and placement department together with the CSE department are training the students who were selected to the company, IMAGE Solutions, Bangalore as per the schedule.

ACTION TAKEN REPORT

- 1.Submitted the pre-qualifier of NBA of Civil department.
- 2.Started the model examination of first year on 22/3/2021.
- 3.Started the classes of S8 on 17/3/2021 and S6 on 23/3/2021.
- 4.Conducted the ICON Scholarship award ceremony on 23/3/2021.


PRINCIPAL



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No: MBC/ ADM/ AC/2021/09 Minutes of Meeting

Academic Year: 2020-21		Date:17/03/2021	
Name of Facilitator: Principal		Time: 3.00 PM -4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.K. Jayaraj	
Mr. K. A. Abraham		Fr. Eldose Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

<ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the Progress of Admission 2021 3. Progress of NBA work 4. Progress of first year classes 	<ol style="list-style-type: none"> 5. Commencement of classes of 6th semester 6. Valuation of 7th semester 7. Selection /Interview of Professor/Assoc.Prof/Assist.Prof/Lab staff 8. Any other matters
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AG1-Decided that the classes of the first year are extended up to 30th March 2021.



1. Teachers may conduct revision of the respective subjects in the afternoon session from 22 March 2021 onwards.

2. AG2- Completed the school visits in the Idukki district and the schools of Sabha
Decided to send the SMS to the +2 students to register in the entrance crash course.

3. AG3- Dr. Anoop K J, NBA Coordinator had published a schedule to do the works of NBA.
All the works of NBA should be as per the schedule.

4. AG4-All first-year classes are going smoothly.

5. AG 5 -Decided that the classes of the Sixth semester will start on 22 March 2021

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6.	AG 7-Decided to interview and select the best faculty for the vacancies advertised for various departments, and the interview is scheduled for 24th March 2021 at 7 pm.		
7.	AG 8(1)-Decided to arrange the ICON scholarship award ceremony for students on 23rd March 2021 at 2.00 pm.		
8.	AG 8(2) - Decided to publish the timetable of S6, as early as possible.		
<div>PRINCIPAL</div>			



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MBC/ADM/AC/2021/08



Minutes of Meeting

Academic Year: 2020-21		Date:10/03/2021	
Name of Facilitator: Principal		Time: 3.00 PM -4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupullai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr.Anoop K. J.		Er. C. R. Thomas	
Dr.Nirmala Joseph		Prof. Elias Janson K	
Dr.K.Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof.Resmara S.	
Prof.Manikandan S			

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Enter the internal mark of third semester into University Portal.
3. Update the Progress of Admission 2021
4. Progress of NBA work
5. Progress of first year classes
6. Model examination of first year
7. Any other matters

S.No	DECISIONS
1.	AG2-Decided to keep the internal mark of the third semester ready to be entered into the university portal, since the university portal is not yet open.
2.	AG3-Decided to complete the visit of schools in the Idukki district and schools in Sabha on 12/3/2021. Decided that all faculties should try to collect the phone numbers of +2 students like the last year. Decided to conduct the orientation program of STEM on Friday.
3.	AG4-The last date of pre-qualifier registration of NBA is extended to 31st December 2021. Decided that Dr.Anoop K J, NBA Coordinator will arrange a schedule to do the works of NBA.
4.	AG5-All first-year classes are going smoothly.

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5.	AG 6 -The model examinations of the first year will start on 22 March 2021 and end on 26 March 2021 and the time is scheduled from 9.45 am to 12.00 noon.			
6.	AG 7(1)-Decided that the college anti-ragging committee members will monitor the first-year students in the interval time.			
7.	AG 7(2)-Decided that the college hostel will close from 31st March 2021 to 6th April 2021 due to the holy week and Election			
8.	AG 7(3)-Decided that the classes of S8 will start on 17th March 2021 and the students should register their semester registration on or before 24th March 2021			
9.	AG 7(4)-Decided to arrange the ICON scholarship award ceremony for students next week.			
10.	AG 7(5)- Decided to arrange the timetable of S8, as early as possible.			
		 PRINCIPAL		



Mar Baselios Christian College of Engineering and Technology

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No: MBC/ADM/AC/2021/07 Minutes of Meeting

Academic Year: 2020-21		Date:03/03/2021	
Name of Facilitator: Principal		Time: 3.00 PM -4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldho Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Enter the internal mark of third semester into University Portal.
3. Update the Progress of Admission 2021
4. Progress of NBA work
5. Progress of first year classes
6. Any other matters

S.No	DECISIONS
1.	AG1-All students have got their 100 activity points.
2.	AG2-Decided that should ready to enter the internal mark of the third semester into the university portal, since the university portal is not open.
3.	AG3-Decided that to visit the schools in the Idukki district, the former PTA president will help to collect the address and phone numbers.
4.	AG4-Decided that 4 departments except ECE will apply for NBA. All faculties should attend the MOOC for NBA and it will start on Monday onwards.
5.	AG5-All first-year classes are going smoothly. Decided that students are allowed to stay in the hostel for the preparation of university examination.
6.	AG 6 (1)-Er. C R Thomas together with Dr. Anoop K J will arrange a lecturer regarding the NBA.



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7. AG 6(2)-The college anti-ragging squad will monitor the first-year students in the interval time.

PRINCIPAL



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No: MBC/ADM/AC/2021/06 Minutes of Meeting

Academic Year: 2020-21		Date: 24/02/2021	
Name of Facilitator: Principal		Time: 3.00 PM -4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Fr. Eldose Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA


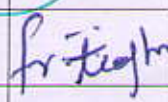

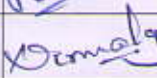
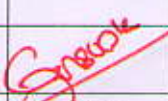
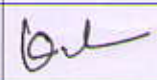



1. Discussion of previous meeting minutes and the Action Taken Report.
2. Publish the internal mark of third semester.
3. Update the Progress of Admission 2021
4. Progress of NBA work in CE and EEE
5. Activity Points of 2017 admission
6. Global Elective
7. Any other matters

S.No	DECISIONS
1.	AG2-Decided to publish the internal mark of the third semester on 1 March 2021.
2.	AG3-Decided that to visit the schools in the Idukki district next week in the presence of the Student's Advisor. The preparation of the brochure is going smoothly.
3.	AG4-Decided to conduct an NBA awareness meeting on 26/2/2021 at 2 pm for all faculties.
4.	AG5-Decided that CFA/faculty will fill the activity points of 2017 admission students on or before 3 March 2021.
5.	AG 6- Finalized the global electives of the eighth semester.

PRINCIPAL

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No: MBC/ ADM/ AC/2021/05 **Minutes of Meeting**

Academic Year: 2020-21		Date:18/02/2021	
Name of Facilitator: Principal		Time: 3.00 PM -4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.K. Jayaraj	
Mr. K. A. Abraham		Fr. Eldose Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Submission of second series test mark list of third semester. 3. Progress of NBA | <ol style="list-style-type: none"> 4. Update the progress of remedial classes of third semester. 5. Enter the Internal mark of fifth semester to University portal 6. Update the Progress of Admission 2021 7. Any other matters |
|--|--|

S.No	DECISIONS
1.	AG1-The Governing body recommended that all departments except ECE will apply for NBA. Decided to give the appreciation letter to the faculties who worked hard for the Admission 2020.
2.	AG2- Decided to submit the consolidated mark list of the second series test of the third semester on 22/2/2021.
3.	AG3- The Civil department had submitted the Pre-qualifier and was satisfied with the NBA norms. EEE department will try to do this. CSE and ME also try for this. Decided that Principal, Director, and all HODs will visit Muthoot College to learn their NBA work on 19/2/2021.

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5.	AG 5- Decided that all departments should enter the internal marks into the university portal before 20/2/2021.
6.	AG 6-Prof.Elias Janson K has updated the status of the admission. The school visit will start next week onwards.
7.	AG 7(1) - Decided that all first-year CFA should complete the registration process of the first semester before 20/2/2021.
8.	AG 7 (2) Decided that the first-year students should remit the caution deposit of hostel, as early as possible.
9.	AG 7 (3) - Decided that all HODs should do the subject allocation as early as possible.
10.	AG7 (4)-Decided that the second series of the first semester will start on 24, 25, and 26 February 2021.

ACTION TAKEN REPORT

- 1.Assigned Dr.Anoop K J as the NBA coordinator of our college.
- 2.Completed the contact classes of S5 and Started the contact classes of S3.
- 3.Submitted the consolidated internal marks of S7 to Principal.
- 4.Renamed the Academic council to College Executive Council.


PRINCIPAL



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No: MBC/ADM/AC/2021/04 Minutes of Meeting

Academic Year: 2020-21		Date: 10/02/2021	
Name of Facilitator: Principal		Time: 3.00 PM - 4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. K. Jayaraj	
Mr. K. A. Abraham		Fr. Eldose Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA


- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Publish the Internal Mark of fifth Semester. 3. Contact classes of first semester. 4. Status of e-audit | <ol style="list-style-type: none"> 5. 2021 Admission work 6. NBA Process 7. Any other matters |
|--|--|

S.No	DECISIONS
1.	AG2- Enter the internal marks of the fifth-semester students in the university portal between 16/2/2021 to 19/2/2021.
2.	AG3- Decided that the classes of the first semester will start on 1 March 2021. The classes will start in two batches. The first batch starts on 1 March 2021 and ends on 5 March 2021, which includes ECE, CE, and the first half of CSE. And the second batch starts on 8 March 2021 and ends on 13 March 2021, which includes EEE, ME, and the second half of CSE. 13 March 2021, will be a working day for faculties, who are handling the first-year subjects.
3.	AG4- The e-audit is going in a smooth manner. Decided that all faculties should file the hard copy of the course diary and the



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	supporting documents and submit it to the corresponding department. A printout of the page in the course diary which is to be signed by HOD, IQAC coordinator, and Principal is to be signed after completion of the course diary in all respects and then add that in its place in the soft copy.
4.	AG 5- Decided to assign Prof. Elias Janson K as Coordinator and Prof. Annie Chacko as Co-Coordinator of the admission core committee for the next year's admission.
5.	AG 6- Decided to conduct the NBA meeting on 12/2/2021 at 2 pm through online mode. Only EEE and CE departments have the eligibility to apply for NBA.
6.	AG 7(1) - Decided that students who are staying in the hostel should pay the mess fee in advance.
7.	AG 7 (2) Decided that the first-year students should remit the caution deposit of hostel, as early as possible.
8.	AG 7 (3) - Decided to give appreciation letters to all faculties, those who worked hard in the previous year's admission process
9.	AG 7(4) - Decided to rename the Academic Council to College Executive Council.
10.	AG 7(5) -Decided to give the appreciation letter to all faculties, those who worked hard for the NAAC.
<div> PRINCIPAL</div>	



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MBC/ADM/AC-N/2021/03

1/02/2021

NOTICE

A meeting of the academic council is scheduled on 03.02.2021, Wednesday, at 03.00 PM by online video conferencing. All members of the council are requested to attend.

Agenda for the meeting

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Enter the Internal Mark of Seventh Semester to University portal.
3. Post review of NAAC.
4. Work from faculty to Faculties.
5. Contact classes of Third semester.
6. Rename the name of Academic Council Meeting (as per the suggestions from NAAC PTV).
7. Discussion about the placement activities.
8. Any other matters

All members of the council are requested to attend the meeting. The link is given below

<https://meet.google.com/nhc-dbjt-tbv>


Principal

Copy to-

1. Director
2. Principal file
3. Bursar
4. Students Advisor
5. Dean student's welfare
6. Dean Academics
7. All HoD's CE, CSE, ECE, EEE, ME
8. KTU faculty coordinator



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No: MBC/ ADM/ AC/2021/03 **Minutes of Meeting**

Academic Year: 2020-21		Date: 03/02/2021	
Name of Facilitator: Principal		Time: 3.00 PM -4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.K. Jayaraj	
Mr. K. A. Abraham		Fr. Eldose Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Dr. K. Kanchana		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

- | | |
|---|---|
| <ol style="list-style-type: none">1. Discussion of previous meeting minutes and the Action Taken Report.2. Enter the Internal Mark of Seventh Semester to University portal.3. Post review of NAAC.4. Work from faculty to Faculties.5. Contact classes of Third semester | <ol style="list-style-type: none">6. Rename the name of Academic Council Meeting (as per the suggestions from NAAC PTV).7. Discussion about the placement activities.8. Any other matters |
|---|---|

S.No	DECISIONS
1.	AG2- Decided that Friday is the last day for submitting the consolidated internal marks of the Seventh semester to the Principal by all departments. If the student didn't pay the semester fees, inform them to pay the fees as early as possible, otherwise do not forward their marks to the university.
2.	AG3- NAAC peer team awarded B++ grade to our college after the assessment on 28th and 29th January 2021 They have highlighted the strength and weaknesses. We should try to improve on the weaknesses.


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	The College Management will arrange a grand party for getting a B++ grade on 8th February 2021 to appreciate the Staff's dedication to working hard.
3.	AG4- Decided to provide the Work from home facility to all faculties, those who are not handling the corresponding contact classes in the college, from February 15 onwards after the internal audit.
4.	AG 5- The contact classes of the third semester will start on 8th February 2021. Decided to divide the S3CSE class into two batches for the contact class. The classes of the first batch will start on 8th February 2021 and end on 16th February 2021. And the classes of the second batch will start on 17th February 2021 and end on 26 February 2021. Other departments will conduct the classes in a single batch.
5.	AG 6-Postponed the Renaming of the Academic Council Meeting to the next week.
6.	AG 7- Er. C R Thomas has updated the placement activities in detail. Various companies recruited a total of 56 students.
7.	AG 8 (1) - Dr. Anoop K J, Dean Academics, is assigned as NBA Co-ordinator of our college.
8.	AG 8 (2) - Decided to give the appreciation letter and certificate to all criteria head, who worked hard for the NAAC.
9.	AG 8(3) - Decided to give the honorarium to the drivers, who worked day and night for the NAAC Peer Team reception.

ACTION TAKEN REPORT

The NAAC Peer Team Members were visited in our college on January 28 & 29 January 2021 and had get B++ grade.


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MBC/ADM/AC-N/2021/02

20/01/2021

NOTICE


A meeting of the academic council is scheduled on 20.01.2021, Wednesday, at 03.00 PM by online video conferencing. All members of the council are requested to attend.

Agenda for the meeting

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Update the status of the admission counselling process.
3. Update the progress of STEM
4. Progress of NAAC file works.
5. Progress of underground work of NAAC Peer Visit.
6. Progress of Contact classes of Fifth semester.
7. Discussion about the placement activities.
8. Any other matters

All members of the council are requested to attend the meeting. The link is given below

<https://meet.google.com/nhc-dbjt-tbv>


Principal


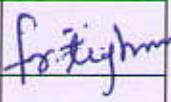





Copy to-

1. Director
2. Principal file
3. Bursar
4. Students Advisor
5. Dean student's welfare
6. Dean Academics
7. All HoD's CE, CSE, ECE, EEE, ME
8. KTU faculty coordinator

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No: MBC/ADM/AC/2021/02

Minutes of Meeting

Academic Year: 2020-21		Date: 20/01/2021	
Name of Facilitator: Principal		Time: 3.00 PM –4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. K. A. Abraham		Fr. Eldose Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Prof. Robins Anto		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the status of the admission counselling process. 3. Update the progress of STEM 4. Progress of NAAC files works. 5. Progress of underground work of NAAC Peer Visit.	6. Progress of Contact classes of Fifth semester. 7. Discussion about the placement activities. 8. Any other matters
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S.No	DECISIONS
1.	AG2- In the admission counselling process, a total of 185 students had joined in Govt., Management, and NRI Quotas till 1 December 2020, and TC issued for one.
2.	AG3-The classes of STEM are going in a smooth manner. The students are entering into the online class through the STEM id.
3.	AG4-The NAAC criteria's heads completed almost their file works. The pending works will be completed by this week.
4.	AG 5- The background works of the NAAC visit were completed in a smooth manner.
5.	AG 6-The contact classes of the fifth semester in all departments are going smoothly as

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6.	AG 7- Discussion of the placement activities will be on next week because of the absence of Thomas Sir.
7.	AG 8 (1) -Decided that the students should pay the payment of hostel rent and mess fee to the college office in advance of their contact classes. The advanced hostel fees in the academic year 2019-2020 will consider only on their regular basis.
8.	AG 8 (2) - Decided that during this pandemic situation, the students from the higher semester may take an undertaking about the availability of room in the hostel, while the contact classes of other semester are going.
9.	AG 8(3) - Decided that the contact classes of S3CSE are divided into two batches. The classes of the first batch start on 1 February 2021 and end on 10 February 2021. And the second batch starts on 11 February 2021 and ends on 19 February 2021. Others will conduct in a single slot.

ACTION TAKEN REPORT

1. Assigned the works of NIRF to Prof. Vishnu V Gopi/ECE department.
2. Completed the module test on the first month of January.
3. Started the contact classes of S5 on 18th January 2021.


PRINCIPAL



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MBC/ADM/AC-N/2021/01

12/01/2021

NOTICE

A meeting of the academic council is scheduled on 13.01.2021, Wednesday, at 03.00 PM by online video conferencing. All members of the council are requested to attend.

Agenda for the meeting

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Progress of NAAC .
3. Update the status of the contact classes of Seventh semester.
4. Contact classes of Fifth semester in Covid -19 protocol.
5. Students stay in hostel in Covid-19 protocol.
6. Progress of STEM program.
7. Second series test of S3 through Online mode.
8. Progress of Placement activities.
9. Submission of Project Proposals for funding (continuation).
10. Submission of Proposals to apply for Modrob.
11. Any other matters

All members of the council are requested to attend the meeting. The link is given below

<https://meet.google.com/nhc-dbjt-tbv>

Principal

Copy to-

1. Director
2. Principal file
3. Bursar
4. Students Advisor
5. Dean student's welfare
6. Dean Academics
7. All HoD's CE, CSE, ECE, EEE, ME
8. KTU faculty coordinator



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Academic Year: 2020-21		Date: 13/01/2021	
Name of Facilitator: Principal		Time: 3.00 PM -4.30.00PM	
Meeting Type: Scheduled		Venue: Online Video Conference	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr.K. Jayaraj	
Mr. K. A. Abraham		Fr. Eldose Saju	
Dr. Anoop K. J.		Er. C. R. Thomas	
Dr. Nirmala Joseph		Prof. Elias Janson K	
Prof. Robins Anto		Prof. Annie Chacko	
Dr. Manoj Nallanathel		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Progress of NAAC.
3. Update the status of the contact classes of Seventh semester.
4. Contact classes of Fifth semester in Covid -19 protocol.
5. Students stay in hostel in Covid-19 protocol.
6. Progress of STEM program.
7. Second series test of S3 through Online mode.
8. Progress of Placement activities.
9. Submission of Project Proposals for funding (continuation).
10. Submission of Proposals to apply for Modrob.
11. Any other matters

S.No

DECISIONS

1. AG1- In the admission counselling process, a total of 185 students had joined in Govt., Management, and NRI Quotas till 1 December 2020, and TC issued for one.
2. AG2- The NAAC Peer Visit Team will visit our college on 28 & 29 January 2021. All the works regarding the NAAC are going smoothly.
3. AG3- The contact classes of the Seventh semester conducted smoothly. The practical examination in all the departments will be conducted on 15 January 2021.
4. AG4- The contact classes of the Fifth semester starts on 18 January 2021 and ends on 5 February 2021. The classes are divided into 2 batches. The first slot is from 18 January



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2021 to 27 January 2021 and the second slot is from 28 January to 5 February 2021. Only 50% of students of each class should come and attend the classes and others through online mode.

The time table is modified as :

Hour 1 & 2 is for handling Theory

Hour 3 & 4 in the Forenoon & 5 & 6 in the Afternoon is for conducting the Practical.

The teachers should mark the full day attendance to the students who are attending the class through online mode by considering the theory hours.

5. AG 5- Decided that only 50% of students may stay in the hostel. So all CFA should collect the list of students who are staying in the hostel and inform to Student's advisor. The students should pay the hostel mess fees to the college office in advance of their contact classes.

6. AG 6-The STEM program has inaugurated on 9 January 2021.
Mr. Nikith Zacariah, PRO had collected some contact numbers and the follow-up should do through the Lab faculties.
The online classes of the STEM are split into Saturday and Sunday each week.
We can create a STEM id, and the students may use this id to attend the classes.

7. AG 7- The second series of S3 starts on 21, 22, and 25 January 2021 through online mode. The examination can be conducted by 2 subjects per day.
The first series test of S1 starts on 2,3,4,5 February 2021 through online mode. The examination can be conducted by 1 subject per day.

8. AG 8-Er. C R Thomas had updated the status of the placement activities in detail.
15 students are placed in Sutherland through a virtual campus drive.
2 students from the CSE department are placed in TCS
1 student from the EEE department is placed in Le Helio's Solar Company.
9 students placed in Technical, 8 students placed in Marketing and 21 students selected as Trainee (Need to do a course on Artificial Intelligence offered by the company) in Stroxx Technologies.
4 students are waiting for the HR interview (Final round) of Full Creative.
6 students are waiting for the results from Key Value Software Systems Private Limited.
The Company, 6D Technologies, having a recruitment process for our students at College of Engineering Munnar, scheduled tentatively for the second week of January 2021.



**Mar Baselios Christian College of Engineering
and Technology**
Kuttikanam, Peer made - 685531
Academic Council

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The Company, 6D Technologies, having a recruitment process for our students at College of Engineering Munnar, scheduled tentatively for the second week of January 2021.

Wipro, a software-based company, recruits the students scheduled tentatively on the second week of January 2021.

Zero-One Technology Co. Ltd. recruits the students from the CSE department on 23 January 2021 through the virtual drive.

9. AG 9- Decided to revise the projects presented by all departments for funding.

10. AG-10 Decided that all departments can apply the funding to the MODROB scheme of AICTE for modernizing the laboratory.

11. AG11 (1)-Decided that get the details of students who were getting the scholarship from the college, all CFAs were shared a google form to students.

12. AG11 (2)-Decided that students who are helping the NAAC works, the Management will pay the rent and mess to them.

13. AG11 (3)-Decided that the students who were availing the MBC Scholarship, should attain the SGPA 6.0, otherwise the Management will lay down their scholarship.

14. AG11 (4)-Decided that Prof.Vishnu V Gopi from ECE department is assigned to upload the details of NIRF .

ACTION TAKEN REPORT

Completed the contact classes of the seventh semester by using the rules and regulations of Covid -19 Protocol issued by the University.


PRINCIPAL