
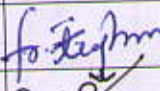







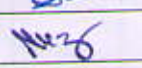
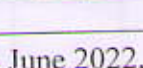
	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 3

No: MBC/ADM/AC/2022/18


Minutes of Meeting

Academic Year: 2021-22		Date: 01/06/2022	
Name of Facilitator: Principal		Time: 2.30 PM – 3.30PM	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Jayaraj Kochupillai		Fr. Eldho Saju	
Mr. Prince Varghese		Prof. Elias Janson K	
Dr. George V I		Prof. Annie Chacko	
Dr. Nirmala Joseph		Prof. Manikandan S	
Dr. S. Kamalakannan		Prof. Aby Elias	
Mr. Shaiju Varghese		Mr. Nikith K Zachariah	


AGENDA


1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the progress of NBA of EEE and Civil department 3. Update the review of Mock Visit held on 31.05.2022 4. Progress of P & T activities of S8. 5. College Discipline 6. Publish the final internal marklist of S8	7. Discussion to the class on 4 June 2022, Saturday 8. Progress of Swathika, Thandava and Sports 9. Discussion about KTU audit, internal and external 10. Fees collection 11. How to compensate Saturday's class? 12. Any other matters
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S.No	DECISIONS
1.	AG2-All the related works of NBA of EEE, Civil and S&H departments is going in a smooth manner. Decided that the checking of criteria wise will start on 2 nd June 2022. Decided that the next presentation of HODs will conduct through online at 6 June 2022. Decided that the criteria wise presentation of two departments will start on 3 rd June 2022 from 11.40am to 12.30pm. All the faculties should attend the same in compulsory.
2.	AG3-Dr. David K Daniel from Amal Jyothi College has suggested to improve the file works of these departments. Decided that the next mock visit on 9 June 2022. So HODs should do the target time for the completion of the file works.

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	2 of 3

3.	<p>AG4-Decided that Mr.Nikith K Zachariah has updated the placement activities of S8.</p> <p>4 students were provisionally placed into the Company,Sutherland.</p> <p>10 students were placed into the Company, Hekur.</p> <p>24 students were placed into the Company,Face academy.</p> <p>The result from the Company, Think Palm is waiting.</p> <p>The Company, Pits Solution will conduct the interview through online after two weeks.</p> <p>The Company, Abasoft and Flormate will conduct the drive on 4 June2022.</p> <p>The company, Aglomox were shortlisted some students for doing their assignments.</p> <p>Theruvath ,Construction builders were shortlisted some Civil department students and the interview will schedule on next week.</p> <p>Decided that all HODs should identify the 10 companies and give the names to the placement officer.</p>
4.	<p>AG5- Decided that all of you should monitor the college discipline after the College fest.</p> <p>Implement:</p> <p>(1). Proper leave management system to students.</p> <p>(2).Gate pass system to students</p>
5.	<p>AG6-Decided that to publish the final internal of S8 on 6 June 2022.</p> <p>If the student have any pending fees ,mark their attendance as Zero.</p>
6.	<p>AG7-Decided that 4th June 2022 will be the working day with Wednesday's timetable.</p>
7.	<p>AG8-Decided that all the related works of Swasthika and Thandava is going in a smooth manner.</p> <p>Decided that the review of two fests will conduct on 2nd June 2022 at 10.30am.</p> <p>Decided that to conduct the flash mob to Swasthika 2022 on 2nd June 2022 after the regular class time.</p>
8.	<p>AG9- Decided that the internal audit will complete on 7th and 8th June 8 2022.</p> <p>The external audit will on any day after June 8.All of you should arrange the current and previous semester course files.</p>
9.	<p>AG10-Decided that all students of S8 should pay the pending fees, if any,on before 6th June 2022.</p> <p>Also, will issue a notice to the students regarding this.</p>
10.	<p>AG11(1)-Decided that classes on Saturday will conduct through online after the NBA visit.</p>

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	3 of 3

11.	AG11(2)-Decided that all departments should arrange a PTA meeting on next week.
	AG11(3)-Decided that all faculties should register the PHD within 6 months.
	AG11(4)- Decided that all HODs should have PHD.
	AG11(5)- Decided that our college will sign the MOU to the company for the PSP(Premium Students Performance) , Skill development programme and NIC(National Information Campus) for the benefits to the students.
	 PRINCIPAL


	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	3 of 3

ACTION TAKEN REPORT

1. Conducted the NBA MOCK visit of EEE and CE depts.
2. Ex-Chairman from AICTE and other VIPs visited our college on 4 and 5 May 2022.
3. Conducted the first series and second series tests.
4. Appointed Mr, Nikith K Zachariah as the new Placement officer of our college.
5. Appointed Prof. Rahul Ajithkumar as the new IQAC of our college.
6. Conducted the PTA meeting of S8 students.
7. Postponed the Sports day of our college.
8. Conducted the flash mob of Thandava 2022 and Swathika 2022.
9. Improved the placement drives to our students.


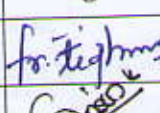

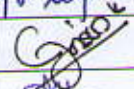


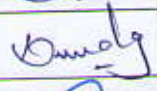
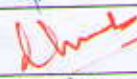
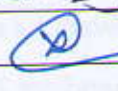
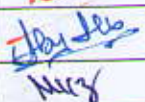
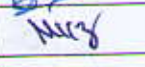


PRINCIPAL

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 3

No: MBC/ADM/AC/2022/17

Minutes of Meeting

Academic Year: 2021-22		Date: 25/05/2022	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr .Jayaraj Kochupillai		Fr. Eldho Saju	
Mr. Prince Varghese		Prof. Elias Janson K	
Dr .George V I		Prof. Annie Chacko	
Dr. Nirmala Joseph		Prof. Manikandan S	
Dr. S. Kamalakannan		Prof. Aby Elias	
Mr. Shaiju Varghese		Mr. Nikith K Zachariah	


AGENDA


- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the progress of NBA of EEE and Civil department 3. Update the progress of Criteria wise checking of EEE, CE and S&H 4. Progress of P & T activities of S8. 5. Submission of the consolidated marklist of second series test of S8 | <ol style="list-style-type: none"> 6. Discussion to the class on 28 May 2022, Saturday 7. Progress of Swathika, Thandava and Sports 8. Fix the dates of Mock visit 9. Discussion about KTU audit 10. Any other matters |
|--|---|


S.No

DECISIONS

1.	AG2-NBA Coordinator informed that all the related works of NBA of EEE and Civil departments will complete as per the scheduled dates. Decided that all of you should try to complete the file works as per the criteria levels. First round presentation of Principal and HoDs were completed. The Criteria 8, first year academics is doing well under the guidance of Dr.Nirmala Joseph. Nearly 85% file works were completed in the both departments.
2.	AG4-Decided that Mr.Nikith K Zachariah has updated the placement activities of S8. 1 student from CSE wre places into the Company, NeST. The result from the Company, Think Palm is waiting.


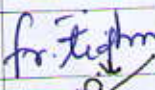








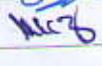
	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	2 of 3

	<p>The Company, Hekur India Pvt Ltd conducted the offline drive to Civil and Mechanical students on 24 May 2022.</p> <p>The Company, Pits Solution will conduct the aptitude test through online on 26 May 2022.</p> <p>The Company, Sutherland will conduct the aptitude test through online on 28 May 2022.</p> <p>The Ccompany, Face Academy will conduct the drive on 30 May 2022.</p> <p>Decided that all HODs should identify the 10 companies and give the names to the placement officer.</p>
3.	AG5- Decided that should submit the consolidated mark list of the second series test on 30 May 2022.
4.	AG6-Decided that all classes were suspended on 28 May 2022, but all faculties should come to the college and do the file works.
5.	AG7-Decided that all the related works of Swathika and Thandava is going in a smooth manner. Decided that to conduct the flash mob to Thandava 2022 on 31 May 2022 after the regular class time.
6.	AG8- Decided that tentative date for the mock visit on 31 May 2022. The three departments should do the arrangements for the same.
7.	AG9-Decided that will inform the details of external audit after the online meeting conduct by KTU on 26 May 2022.
8.	<p>AG10(1)-Decided that Sports day of our college is postponed.</p> <p>AG10(2)-Decided that to issue a notice to S4 and S6 students and their parents to pay all types of fees on before the next week.</p> <p>AG10(3)-Decided that to arrange a meeting to the parents those who are not promoted to the current semester, on 30 May 2022 at 10.30 am.</p> <p>AG10(4)-Decided that to release the amount of 2500 from the caution deposit of the S8 students for conducting the fest.</p> <p>AG10(5)-Decided that one staff-one student is mandatory to all staffs, for the admission 2022.</p> <p>AG10(5)-Decided that all faculties should mark the attendance in strictly. Also leave application must be complete in all respect.</p>
 PRINCIPAL	

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ADM/AC/2022/17

Minutes of Meeting

Academic Year: 2021-22		Date: 18/05/2022	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr. Jayaraj Kochupillai		Fr. Eldho Saju	
Mr. Prince Varghese		Prof. Elias Janson K	
Dr. George V I		Prof. Annie Chacko	
Dr. Nirmala Joseph		Prof. Manikandan S	
Dr. S. Kamalakannan		Prof. Aby Elias	
		Mr. Nikith K Zachariah	


AGENDA


- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the progress of NBA of EEE and Civil department 3. Post review of Mock visit 4. Fees Collection 5. Progress of P & T activities of S8. | <ol style="list-style-type: none"> 6. Postpone the series test 7. Discussion to the class on 21 May 2022, Saturday 8. Progress of Swathika, Thandava and Sports 9. Progress of NIC 10. Any other matters |
|---|---|

DECISIONS

S.No	DECISIONS
1.	<p>AG2-NBA Coordinator informed that all the related works of NBA of EEE and Civil departments will complete as per the scheduled dates.</p> <p>Decided that all of you should try to complete the file works as per the criteria levels.</p> <p>The works in the criteria 9 will complete on Friday.</p> <p>The Criteria 8, first year academics is doing well under the guidance of Dr.Nirmala Joseph.</p>
2.	<p>AG3- Mock Visit is completed on 16 May 2022.</p> <p>Prof Neelakadan Sir/MITS will send the mail to the principal with the detailed feedback and to improve the works as early as possible.</p> <p>Decided that will arrange a mock visit to both departments after the 10 days.</p>
3.	<p>AG4-Decided to arrange a PTA meeting through online to the S8 students those who have pending fees ,on 19 May 2022 at 7pm onwards.</p>


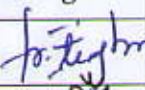




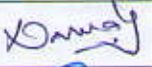




	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.,	00
		Date	18/02/2021
		Page	2 of 2

4.	AG5- 6 students were placed to the company, IYM , in which 3 students*from EEE and 3 students from ME department.
	In total, 21 students were placed and have 29 offers. Some students were waiting the result in the final round from NEST and Think palm.
5.	AG6-Decided that the second series test of S8 is scheduled on 23 and 24 May 2022 and the first series test of S2, S4 and S6 is on 30,31 May and 1 st June 2022.
6.	AG7-Decided that 21 May 2022 will be the holiday due to the closing ceremony of NIC.
7.	AG8- Decided that all the related works of Swasthika and Thandava is going on.
	Also should change the existing committee list of both so as to conduct that in a smooth way.
8.	AG9-The National Integration Camp is going in a smooth manner.
	Mr.Vazhoor Soman,MLA Peermade presided the meeting of the camp. Higher Education minister, Dr.R Bindhu has inaugurated the meeting online with the video.
9.	AG10(1)-Decided that 28 th May 2022 will be the Sports day of our college.
	AG10(2)-Decided that the external auditor from the University is scheduled and will audit all the documents on the last three years as per the NBA accreditation procedure.
	AG10(3)-Decided that Prof. Rahul AjithKumar is appointed as the new IQAC Coordinator of our college.
	AG10(4)-Decided to release the amount of 2000 from the caution deposit of the S8 students for conducting the fest.
	AG10(5)-Decided that the presentation of Principal and HoDs will start on 23 May 2022. All HODs and senior faculties from each department should attend the same.
 PRINCIPAL	

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ ADM/ AC/ 2022/16


Minutes of Meeting


Academic Year: 2021-22		Date:11/05/2022	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr .Jayaraj Kochupillai		Fr. Eldho Saju	
Mr. Prince Varghese		Prof. Elias Janson K	
Dr .George V I		Prof. Annie Chacko	
Dr. Nirmala Joseph		Prof. Manikandan S	
Dr. S. Kamalakannan		Prof. Aby Elias	
		Mr.Nikith K Zachariah	

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the progress of NBA of EEE and Civil department 3. Fees Collection 4. Progress of P & T activities of S8. 5. Second series test of S8 6. Coordinators of Swastika ,Thandava and Sports	7. NSS camp- message to all staff members, project for S8CE and S8ME on Monday and Wednesday 8. Classes of S6CE&ME to be shifted to upstairs for smooth conduct of NSS camp 9. Any other matters
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S.No	DECISIONS
1.	AG2-NBA Coordinator informed that all the related works of NBA of EEE and Civil departments will complete as per the scheduled dates. Decided that the Steering Committee will audit the CE department on 12 May 2022 and EEE department on 13 May 2022.
2.	AG3- Decided that all the students should pay the semester fees, hostel rent and mess fees at the earliest. Otherwise they will not be permitted to write the series test.
3.	AG4-Mr.Nikith K Zachariah is appointed as the new placement officer of our college. 14 students were cleared the aptitude test in IYM Company and the interview is scheduled on 17 th May2022.
4.	AG5-Decided that the first series test of S2, S4 and S6 and the second series test of S8 is


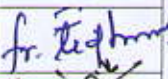







	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	2 of 2

	scheduled on 23 ,24 and 25 May 2022.
5.	AG6-Decided that the Coordinators of Swastika , Thandava are Prof.Maria Joseph/ECE, Prof.Aju John/ME and for sports Prof. Manikantan/HoD ME and Edin, Physical education Instructor. Swastika and Thandava will conduct on 7 and 8 June 2022.
6.	AG7-Decided that Our college will host the NSS National Integrated camp and it will be on 15 th May to 21 May 2022. Honourable Higher Education Minister Dr.R Bindhu will inaugurate this camp with the presence of Honarable Water resources minister Mr.Roshi Augustine and Peermade MLA, Mr.Vazhoor Soman. Decided to temporarily change the project sessions of S8CE and ME on Monday and Wednesday and Classes of S6 CE and ME should be shifted to the upstairs on that days, for smooth conduct of NSS camp.
7.	AG9- Decided that all staff meeting is arranged on 12 May 2022 at 12pm at Mini Auditorium . Decided that the mock visit by externally will be on 16 May 2022. Decided that the NBA Peer team will visit to EEE and CE departments will be on 17, 18, and 19 of June 2022. Decided that all of should fill all the fields in the leave form, before submission.
 PRINCIPAL	

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ ADM/ AC/2022/15


Minutes of Meeting


Academic Year: 2021-22		Date:27/04/2022	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Jayaraj Kochupillai		Fr. Eldho Saju	
Mr. Prince Varghese		Prof. Elias Janson K	
Dr.George V I		Prof. Annie Chacko	
Dr.Nirmala Joseph		Prof.Resmara S.	
Dr. S. Kamalakannan		Prof.Manikandan S	

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the progress of NBA of EEE and Civil dept 3. Fees Collection 4. Progress of P & T activities of S8	5. Progress of Audit 6. Training of NBA 7. Progress of the Admission call 8. Any other matters.
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S.No	DECISIONS
1.	AG2- All the related works of NBA of EEE and Civil departments should complete on the scheduled dates. Decided that the departments should make a plan for the working of NBA after 6pm on every day.
2.	AG3- Decided that all the students from S8 should pay the semester fees before announced dates.
3.	AG4-The result of the placement drive by the Company, Think palm is to be announced.
4.	AG5-Decided that all HODs should submit the audit report to IQAC Coordinator as early as possible.
5.	AG6- Decided to conduct Mock visit for NBA accreditation of EEE and Civil departments on 16 th April 2022. Leaves will not be permitted to staffs on the same day.

 MBC <small>The Service Center College of Engineering & Technology</small>	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	2 of 2

6.	AG7-Decided that all staffs should fully dedicate into the admission process.
7.	AG8(1)-Decided that Ex-Chairman of AICTE and other 2 distinguished persons will visit and to assess the progress of the college on May 4,5 and 6, 2022. AG8(2)-Decided that all hods should be present on 4 th May 2022 to receive the VIPs. AG8(3)-Decided to prepare a schedule of the VIP Visit and will follow as per the schedule.
 PRINCIPAL	


	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	3 of 3

ACTION TAKEN REPORT

- 1.Distributed ICON Scholarship by the Hon. Minister Mr.Roshy Augustine.
- 2.Conducted the presentation of CO-PO mapping of the new appointed faculties.
- 3.Appointed Prof.Aby Elias as the new KTU coordinator of our college.
- 4.Permitted the Compensatory Off, those who are worked after 6pm.


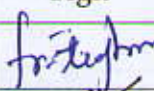

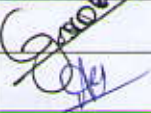


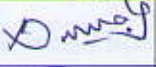




PRINCIPAL

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ ADM/ AC/2022/14


Minutes of Meeting


Academic Year: 2021-22		Date:20/04/2022	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Jayaraj Kochupillai		Fr. Eldho Saju	
Mr. Prince Varghese		Prof. Elias Janson K	
Dr.George V I		Prof. Annie Chacko	
Dr.Nirmala Joseph		Prof.Resmara S.	
Dr. S. Kamalakannan		Prof.Manikandan S	

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report.	6. Submission of the mark list of first series test of S8
2. Update the progress of NBA of EEE and Civil dept	7. Classes of S4
3. Fees Collection	8. Training of NBA
4. Progress of P & T activities of S8.	9. Training on 23/4/2022
5. Progress of Audit	10. Any other matters.

S.No	DECISIONS
1.	AG2- All the related works of NBA of EEE and Civil departments should complete on the scheduled dates. Decided to arrange NBA work for EEE and CE department after 6 pm every day with a proper schedule. Punching and recommendation of HoD are required after 6 pm for allowing compensatory off. Compensatory off will be allowed after the NBA visit.
2.	AG3- Decided that all the students from S8 should pay the semester fees before the university registration.
3.	AG4-Informed that the placement drive by the Company, Think palm will be on 21 April 2022.
4.	AG5-Decided that all HODs should submit the audit report to the IQAC Coordinator on 22 April 2022.
5.	AG6-Decided that all HODs should submit the consolidated mark list of the first internal test of S8 on 22 April 2022.


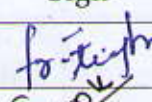





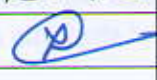

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	2 of 2

6.	AG7-Decided that the classes of S4 will start on 21 April 2022 except CSE department.
7.	AG8-Decided that the Training of NBA to all faculties is postponed to 13th May 2022. Leaves will not be permitted to staff on that day.
8.	AG9-Decided that CAD training for the faculties of ME, EEE, and CE department are scheduled for 23rd April 2022
9.	AG10(1)-Decided that Ex-Chairman of AICTE and other 3 distinguished persons will visit and discuss the progress of the college on May 4,5 and 6, 2022.
10.	AG10(2)-Decided to distribute the laptops funded from the university by the MLA, Peermade.
11.	AG10(3)-Decided that Prof. Aby Elias /ME will be the new KTU Coordinator of the college from 1st May onwards.
12.	AG10(4)-Decided that 23 April, Saturday will be the working day with Tuesday's timetable.
 PRINCIPAL	

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ADM/AC/2022/13


Minutes of Meeting


Academic Year: 2021-22		Date:30/03/2022	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr .Jayaraj Kochupillai		Fr. Eldho Saju	
Mr. Prince Varghese		Prof. Elias Janson K	
Dr .George V I		Prof. Annie Chacko	
Dr. Nirmala Joseph		Prof .Resmara S.	
Dr. S. Kamalakannan		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 NBA. 3. Fees Collection and University Registration of S8. 4. Progress of P & T activities of S8. 5. Progress of Course end survey. | <ol style="list-style-type: none"> 6. Progress of Audit 7. Updates of Industrial Visit of the students 8. First series test of S8 9. New course of Computer Science and Artificial Intelligence 10. Any other matters |
|--|--|

S.No	DECISIONS
1.	AG2-All the related works of NBA of EEE and Civil departments should complete on the scheduled dates. Decided that the presentation of CO-PO mapping by the newly appointed faculties from civil department will start on 31-03-2022 at 8 PM.
2.	AG3- Decided that all the students from S8 should pay the semester fees before the university registration. And issued a notice to the students regarding this.
3.	AG4-64 students were cleared the aptitude test in SperidainCompany on 16 March2022 through online mode. One student from ECE is selected into the company, Technologies. Decided that to send a mail to HR of the construction companies for hiring our students.
4.	AG5-Decided that all departments should complete course end survey and the attainment


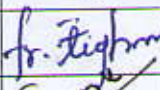




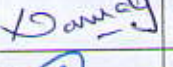

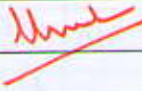
	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	2 of 2

	calculation as early as possible.
5.	AG6-Decided that all HODs should start the audit on 31-03-2022 onwards.
6.	AG7-No issues were reported, while the students cooperate the Industrial visit positively.
7.	AG8- Decided that the first series test of S8 will start on April 11 and 12, 2022.
8.	AG9- Decided that to reduce the intake of CE, ECE, EEE, and ME departments and introduces the three different new courses.
9.	AG10 (1)-Decided that Ex-Chairman of AICTE and other 3 distinguished persons will visit and to discuss the progress of the college on May 5, 6 and 7, 2022.
10.	AG10(2)-Decided that to repair all the Xerox machines of MGU cell and Data centre as early as possible so as to help the file works of NBA.
11.	AG10(3)-Decided that the honourable minister Mr. Roshy Augustine will distribute the ICON scholarship on 26 April 2022 .All the selected students and their parents should attend the meeting on the same day.
12.	AG10 (4)-Decided that April 2 2022 will be the working day on Monday's timetable.
13.	AG10 (5)-Decided that the mock visit of civil and EEE is scheduled on first week of may.
14.	AG10 (9) - Decided that CSE alumni Mr. Judy Jose and Mr. Krish Mohan, CEO of Elaachi and Itprofound ,Bangalore were arranged a meeting to all S8 students on 08 April 2022.
 PRINCIPAL	

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ADM/AC/2022/12


Minutes of Meeting


Academic Year: 2021-22		Date:23/03/2022	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Jayaraj Kochupillai		Fr. Eldho Saju	
Mr. Prince Varghese		Prof. Elias Janson K	
Dr.George V I		Prof. Annie Chacko	
Dr.Nirmala Joseph		Prof.Resmara S.	
Dr. S. Kamalakannan		Prof.Manikandan S	


AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the progress of NBA 3. Fees Collection and University registration of S8	4. Progress of P & T activities of S8. 5. Progress of Course end survey 6. Two faculties for the Staff Secretary 7. Any other matters.
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S.No	DECISIONS
1.	AG2- All the related works of NBA of EEE and Civil departments should complete on the scheduled dates. Decided that the presentation of CO-PO mapping by the newly appointed faculties will start on next week onwards.
2.	AG3- Decided that all the students from S8 should pay the semester fees before the university registration. And will issue a notice to the students regarding this.
3.	AG4-64 students were cleared the aptitude test in Speridain Company on 16 March 2022 through online mode. One student from ECE is selected into the company, Technologies. Decided that to send a mail to HR of the construction companies for hiring our students.
4.	AG5-Decided that all departments should fill the google form of course end survey from the students.

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	2 of 2

	Instead of google form, CSE department is created a software for calculation of course end survey.
5.	AG6-Decided that Prof.Prathiba Philip /S&H and Prof.Vishnu V Gopi/ECE were appointed as Staff Secretary of the college.
6.	AG7(1)-Decided that Training of NBA to all faculties is scheduled on 9 th April 2022. Leaves will not be permit to staffs on the same day.
7.	AG7(2)-Decided that Ex-Chairman of AICTE and other 3 distinguished persons will visit and to discuss the progress of the college on May 10 and 11, 2022.
8.	AG7(3)-Decided that to repair all the Xerox machines of MGU cell and Data centre as early as possible so as to help the file works of NBA.
9.	AG7(4)-Decided that the junior batch students may go for the Industrial Visit.
10.	AG7(5)-Decided that all students and staffs should wear the dress code in a proper manner.
11.	AG7(6)-Decided that all faculties should enter the attendance in a regular manner and the staff from the office will collect the attendance slip on next semester onwards.
 PRINCIPAL	


	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	3 of 3

ACTION TAKEN REPORT

1. Completed the subject allocation.
2. Conducted the class of attainment by Dean Academics.
3. Appointed Prof.Fini Fathima as the IEEE Coordinator of our college.
4. Completed the e-audit of this semester.
5. Appointed Dr.S Kamakannan as the new coordinator NBA of our college.
6. Appointed Dr.Shibu K R as the new coordinator of NAAC of our college.
7. Submitted the quotations of the laboratory equipments from EEE and CE depts.
8. Appointed Prof.Elias Janson as the new coordinator of ICON Scholarship of our college.
9. Rescheduled the project classes to Thursday and Friday.


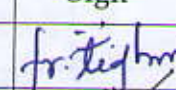

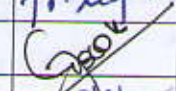

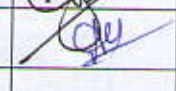
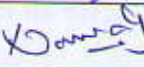




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	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ADM/AC/2022/11


Minutes of Meeting


Academic Year: 2021-22		Date:16/03/2022	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Jayaraj Kochupillai		Fr. Eldho Saju	
Mr. Prince Varghese		Prof. Elias Janson K	
Dr.George V I		Prof. Annie Chacko	
Dr.Nirmala Joseph		Prof.Resmara S.	
Dr. S. Kamalakannan		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 NBA 3. Fees Collection and University registration of S8 4. Internal mark entry of S3 and S5 into KTU portal | <ol style="list-style-type: none"> 5. Fix the date of audit of S1, S3 & S5. 6. Timetable of S8. 7. Progress of P & T activates of S8. 8. Progress of Course end survey. 9. Any other matters. |
|--|--|

S.No	DECISIONS
1.	AG2- All the related works of NBA of EEE and Civil departments should complete on the scheduled dates. Decided that the presentation of CO-PO mapping by the newly appointed faculties will start from next week onwards.
2.	AG3- Decided that all the students from S8 should pay the semester fees before the university registration. And will issue a notice to the students regarding this.
3.	AG4- Decided to direct all faculty to enter the internal mark of S1, S3, and S5 into the KTU portal on or before the mentioned dates.
4.	AG5- Decided that the audit will start at the end of this month.
5.	AG6- Decided that all the faculties who are handling S8 should follow the rescheduled timetable from 16 March onwards.
6.	AG7- Speridain Company will conduct the aptitude test on 16 March 2022 through online mode.

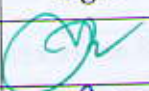


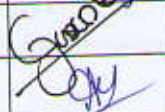





	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	2 of 2

	Poornam Info-Vision will be conducting the placement drive on 18 March 2022 through Online mode.
7.	AG8-Decided that all departments should fill the google form of course end survey by the students.
8.	AG9(1)-Decided that the final year students may go for an Industrial Visit for a maximum of 6 days, including 2 holidays.
9.	AG9(2)-Decided that the EEE and Civil departments will work extra time till the completion of the NBA.
10.	AG9(3)-Decided to repair all the Xerox machines as early as possible to help the file works of NBA.
11.	AG9(4)-Decided to arrange the NBA training for all faculties and the Mock visit to EEE and Civil departments in April.
12.	AG9(5)-Decided that all students should correctly follow the dress code.
 PRINCIPAL	

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ADM/AC/2022/10


Minutes of Meeting


Academic Year: 2021-22		Date:09/03/2022	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Dr.Jayaraj Kochupillai		Fr. Eldho Saju	
Mr. Prince Varghese		Prof. Elias Janson K	
Dr.George V I		Prof. Annie Chacko	
Dr.Nirmala Joseph		Prof.Resmara S.	
Dr. S. Kamalakannan		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 NBA 3. Fees Collection of S8 4. Submission of the internal mark list of S3 and S5 into KTU portal | <ol style="list-style-type: none"> 5. Update the progress of placement classes 6. Any other matters. |
|---|--|

S.No	DECISIONS
1.	AG2-Decided that the NBA review meeting of EEE and CE departments is scheduled on 10 March 2022 at 2.30 pm at PTA seminar hall. All the related works of NBA of EEE and Civil departments should complete on the scheduled dates.
2.	AG3- Decided that all the students from S8 should pay the semester fees before the university registration.
3.	AG4- Decided that all faculties should enter the internal mark into the KTU portal on or before the mentioned dates.
4.	AG5-Decided to allocate a room for discussing the P&T activities on the ground floor. Also, Prof. Arun Thomas /ME will be invited to the CEC meeting from next week onwards.
5.	AG6(1)-Decided that all CFA should enter the activity points in the acc yr 2019-2020 and 2020-2021 into the KTU portal.



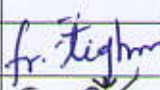


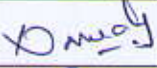



	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	2 of 2

6.	AG6(2)-Decided that the Finishing school program for all final years is scheduled on 11 March 2022
7.	AG6(3)-Decided that the final year students may go for an Industrial Visit of a maximum of 6 days, including 4 working days and 2 holidays.
8.	AG6(4)-Decided that all students from S3 and S5 should submit the no-due form, before issuing the hall tickets.
9.	AG6(5)-Decided that students may celebrate Holi in the playground on March 18,2022.
10.	AG6(6)-Decided that the theory classes of S8 are rescheduled on Monday, Tuesday, and Wednesday, and the project work on Thursday and Friday.
 PRINCIPAL	

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ADM/AC/2022/09


Minutes of Meeting


Academic Year: 2021-22		Date:02/03/2022	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. Prince Varghese		Fr. Eldho Saju	
Dr. George V I		Prof. Elias Janson K	
Dr. Nirmala Joseph		Prof. Annie Chacko	
Dr. S. Kamalakannan		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 NBA 3. Fees Collection of S3 and S5 4. Submission of the final internal mark list of S3 and S5 5. Update the progress of placement classes | <ol style="list-style-type: none"> 6. Update the progress of the enquiry, incident happened on 16.02.2022 7. Classes of S8 8. Course end survey 9. Any other matters. |
|---|---|

S.No	DECISIONS
1.	AG2-Decided that Dr. S. Kamalakannan will monitor the works of the NBA as per the schedule. All the related works of NBA of EEE and Civil departments should complete on the scheduled dates.
2.	AG3- Decided to ask the students of S3 and S5 to pay the pending tuition fees immediately.
3.	AG4- Decided that the internal mark of S3 and S5 should be submitted on 4th March 2022.
4.	AG5-Decided that the placement hours will be included in the regular timetable and will start from the next semester onwards.
5.	AG6 - Decided that students who are in suspension are allowed to enter the regular classes from 2/3/2022.




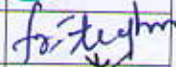

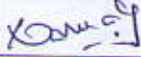
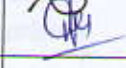


	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	2 of 2

	They should either pay 10,000 rupees into the student welfare fund or 7 days of social work from a reputed organization.
6.	AG7- Decided that the classes of S8 will start on 28 February 2022.
7.	AG8-Decided that all faculties should collect the course end survey from the students through the google forms with the approval of HODs.
8.	AG9(1)-Decided that students from S8 should pay the pending dues of mess and hostel rent as early as possible.
 PRINCIPAL	

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ADM/AC/2022/08


Minutes of Meeting

Academic Year: 2021-22		Date: 23/02/2022	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. Prince Varghese		Fr. Eldho Saju	
Dr. Anoop K. J.		Prof. Elias Janson K	
Dr. Nirmala Joseph		Prof. Annie Chacko	
Dr. K. Kanchana		Prof. Resmara S.	
Dr. S. Kamalakannan		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 NBA 3. Submission of the second series mark list of S3 and S5 4. Fees Collection of S3 and S5 5. Update the progress of remedial classes of S3 and S5 students | <ol style="list-style-type: none"> 6. Update the progress of placement classes 7. Update the progress of the enquiry, incident happened on 16.02.2022 8. Classes of S8 9. Classes on 28 February 10. Any other matters. |
|---|--|

S.No	DECISIONS
1.	<p>AG2-Decided that Dr.S.Kamalakannan, HOD/CE is appointed as the new NBA Coordinator of our college.</p> <p>Decided that all departments should complete course file as follows:</p> <p>2017-2021 batch on 7,8 and 9 March 2022</p> <p>2016-2020 batch on 28,29 and 30 March 2022</p> <p>2015-2019 batch on 27,28 and 29 April 2022</p> <p>2018-2022 batch on 28,29 and 20 June 2022</p> <p>All the related works of NBA of EEE and Civil departments should complete on 28 May 2022.</p>



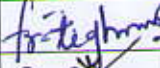
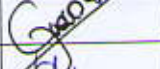
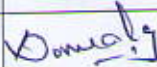



	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	2 of 2

	<p>The review is scheduled to Civil and EEE departments on Thursday and Friday respectively every week.</p> <p>Dr. Anoop K J, Dean Academics had handover :</p> <ol style="list-style-type: none"> (1) The duties of NBA, Audit, and IQAC to Dr.S Kamakannan. (2) ICON Scholarship to Prof.Elias Janson K (3) Charges of Outside Scholarship and NDLI club to be transferred to newly appointed HOD/EEE (4) NAAC to Dr.Shibu K R/CSE <p>Prof. Josmy George/CSE will assist the works of the audit to Dr.S.Kamalakaran.</p> <p>Decided that the quotations of the laboratory equipment of Civil and EEE departments will be submitted and monitor the progress for the same.</p>
2.	AG3-Decided that the consolidated mark sheets of the second series test of S3 and S5 should submit on 2nd March 2022.
3.	AG4- Decided to ask the students of S3 and S5 to pay the pending tuition fees immediately.
4.	AG5-The S&H department scheduled the remedial classes for S3 students.
5.	AG6 -Due to the series test, the placement classes were stopped.
6.	AG7-Decided that students who are in suspension should study 4 years university question answers or pay 10,000 rupees or 7 days social work from the reputed organization.
7.	AG8-Decided that the classes of S8 will start on 28 February 2022.
8.	AG9-Decided that all faculties should handle the subjects through online mode on 28 February 2022.
9.	<p>AG 10(1)- Decided to conduct achiever's day for the current academic year after 20 April 2022.</p> <p>AG 10(2)-Decided that all the staff members are allowed to do work from home on 28 February 2022.</p> <p>AG 10(3)-Decided to issue a notice to all students, to reduce the counts of late entry.</p> <p>AG 10(4)-Decided to conduct squad work in the examination hall by HODs.</p>
<p style="text-align: right;">PRINCIPAL</p>	

 MBC Mar Baselios Christian College of Engineering & Technology	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ ADM/ AC/2022/07


Minutes of Meeting

Academic Year: 2021-22		Date:16/02/2022	
Name of Facilitator: Principal		Time: 2.30 PM -3.30PM	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Rev. Fr. Gigi P. Abraham		Dr. Jayaraj Kochupillai	
Mr. Prince Varghese		Fr. Eldho Saju	
Dr. Anoop K. J.		Prof. Elias Janson K	
Dr. Nirmala Joseph		Prof. Annie Chacko	
Dr. K. Kanchana		Prof. Resmara S.	
Dr. S. Kamalakannan		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 NBA 3. Update the progress of Einstein Science Talent test 4. Update the progress of the Submission of the first series mark list of S1 | <ol style="list-style-type: none"> 5. Fees Collection of S3 and S5 6. Update the progress of e-audit 7. Update the progress of remedial classes of S3 and S5 students 8. Update the progress of placement classes 9. Any other matters. |
|---|--|

S.No	DECISIONS
1.	AG2-Decided to assign Dr. S. Kamalakannan as the new NBA coordinator and Dr. Anoop K J is directed to hand over all the relevant documents in this regard to Dr. S Kamalakannan. AG2.1 -Decided that the quotations of the laboratory equipment of Civil and EEE departments will be submitted by the respective HOD and to monitor the progress for the same
2.	AG3-Decided that lab staff must try to collect the contact numbers of plus two students. Mr. Nikith K Zacharia(PRO) is asked to collect the contact number of plus two students.
3.	AG4- The first series test result-analysis of S1 is to be submitted to the principal on 14-02-2022.
4.	AG5- Decided to entrust the CFA to call the parents of S3 and S5 students to pay the pending tuition fees immediately.
5.	AG6-The e-audit for the current semester is almost completed.

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	2 of 2



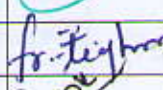

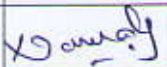
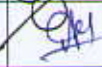


6.	AG7 -Decided to start the remedial classes of S3 and S5 this week.
	AG8 (1) - Decided that the last working day of S3 and S5 will be on 4 March 2022.
7.	AG8 (2) - Decided that the placement classes of S1, S3, and S5 will handle by S&H Department this week through online mode.
8.	AG9(1)- it is decided to conduct achiever's day for the current academic year and the placement department will coordinate the program.

 PRINCIPAL	
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	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ADM/AC/2022/06

Minutes of Meeting

Academic Year: 2021-22		Date:09/02/2022	
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. Prince Varghese		Fr. Eldho Saju	
Dr.Anoop K. J.		Prof. Elias Janson K	
Dr.Nirmala Joseph		Prof. Annie Chacko	
Dr.K.Kanchana		Prof.Resmara S.	
Dr. S. Kamalakannan		Prof.Manikandan S	

AGENDA



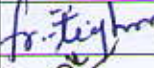

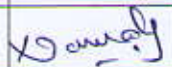



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| <ol style="list-style-type: none"> 1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the progress of NBA 3. Update the status of Einstein talent test 4. Submission of the consolidated mark of first series test of S1 | <ol style="list-style-type: none"> 5. Fees Collection of S3, S5 6. Update the status of e-audit 7. Remedial classes to S3 and S5 students 8. Any other matters |
|--|--|

S.No	DECISIONS
1.	AG2-Decided that the quotations of the laboratory equipment of Civil and EEE departments will be submitted as early as possible.
2.	AG3-Decided that lab staff must try to collect the contact numbers of plus two students.
3.	AG4-Decided to submit the consolidated mark list of the first series test of S1 on 14 February 2022.
4.	AG5- Decided to ask the students of S3 and S5 to pay the pending tuition fees immediately.
5.	AG6-Decided to start e-audit on 9 February 2022 onwards.
6.	AG7 -Decided to start the remedial classes of S3 and S5 this week.
7.	AG8 (1) - Decided that the last working day of S3 and S5 will be on 25 February 2022. AG8 (2) - Decided that the second series of S1 is scheduled on 23,24 and 25 February 2022

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ ADM/ AC/2022/06

Minutes of Meeting

Academic Year: 2021-22		Date:09/02/2022	
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. Prince Varghese		Fr. Eldho Saju	
Dr.Anoop K. J.		Prof. Elias Janson K	
Dr.Nirmala Joseph		Prof. Annie Chacko	
Dr.K.Kanchana		Prof.Resmara S.	
Dr. S. Kamalakannan		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 NBA 3. Update the status of Einstein talent test 4. Submission of the consolidated mark of first series test of S1 | <ol style="list-style-type: none"> 5. Fees Collection of S3, S5 6. Update the status of e-audit 7. Remedial classes to S3 and S5 students 8. Any other matters |
|--|--|

S.No	DECISIONS
1.	AG2-Decided that the quotations of the laboratory equipment of Civil and EEE departments will be submitted as early as possible.
2.	AG3-Decided that lab staff must try to collect the contact numbers of plus two students.
3.	AG4-Decided to submit the consolidated mark list of the first series test of S1 on 14 February 2022.
4.	AG5- Decided to ask the students of S3 and S5 to pay the pending tuition fees immediately.
5.	AG6-Decided to start e-audit on 9 February 2022 onwards.
6.	AG7 -Decided to start the remedial classes of S3 and S5 this week.
7.	AG8 (1) - Decided that the last working day of S3 and S5 will be on 25 February 2022. AG8 (2) - Decided that the second series of S1 is scheduled on 23,24 and 25 February 2022



**Mar Baselios Christian College of
Engineering and Technology**
Kuttikanam, Peer made – 685531
College Executive Council

Format No.	GOV : D3.4
Rev. No.	00
Date	18/02/2021
Page	2 of 2

AG8 (3) -Decided to complete the subject allocation of S8 by 16 February 2022

AG8 (4) - Decided that the classes on attainment calculation by Dr.Anoop K J (Dean Academics) will be conducted on 16 February 2022 at 2.30 PM.

AG8 (5) - Decided that the staff meeting of CIVIL and EEE department will be on 16 February 2022 at 1.30 PM.

AG8 (6) - Decided that the placement classes of S1, S3 and S5 will handle by S&H Department on this week through online mode.

AG8 (7) - Decided that the IEEE coordinator of our college is assigned to Prof.Fini Fathima, EEE Department.


PRINCIPAL



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

Format No.	GOV : D3.4
Rev. No.	00
Date	18/02/2021
Page	1 of 2

No: MBC/ ADM/ AC/ 2022/ 05

Minutes of Meeting


Academic Year: 2021-22		Date: 02/02/2022	
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. Prince Varghese		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. S. Kamalakannan		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Update the progress of NBA
3. Update the status of Einstein talent test
4. Update the status of the enquiry report

5. Fees Collection of S3, S5
6. First series test of the remaining subjects of S1
7. Update the status of e-audit
8. Any other matters

S.No	DECISIONS
1.	AG2- Decided to invite the quotations of the laboratory equipment of Civil and EEE departments as early as possible.
2.	AG3- Decided to collect the OMR sheets of the Einstein Science Talent test this week.
3.	AG4- Decided that the inquiry report about the clash between the students that happened on election day should be submitted as early as possible.
4.	AG5- Decided to ask the students of S3 and S5 to pay the pending tuition fees immediately.
5.	AG6- The first series test of S1 will complete on 2/2/2022.
6.	AG7 -Decided to start the e-audit on 9, 10, & 11 of February 2022.
7.	AG8 (i) - 5/2/2022 will be a working day with Wednesday's timetable.

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	2 of 2

AG8 (2)-Decided to conduct the second series test of S3 and S5 on 17th , 18th and 19th February 2022 through offline mode.

 **PRINCIPAL**

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	3 of 3

ACTION TAKEN REPORT

- 1.Started the Einstein Science Talent test.
- 2.Postponed the e-audit.
- 3.Conducted the PTA meeting through online mode.
4. Appointed Prof.Prathiba Philip as the NBA coordinator from S&H.



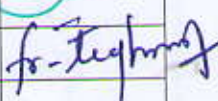
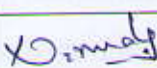

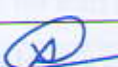



PRINCIPAL

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ADM/AC/2022/04

Minutes of Meeting

Academic Year: 2021-22		Date: 27/01/2022	
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. Prince Varghese		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. S. Kamalakannan		Prof. Resmara S.	
Prof. Manikandan S			

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report.
2. Update the progress of NBA
3. Update the status of Einstein talent test
4. Update the status of the enquiry to report


5. Fees Collection of S3, S5 and S7
6. Discuss about the Offline classes
7. First series test of Minor/Honour
8. First series test of the remaining subjects of S1
9. Any other matters


S.No	DECISIONS
1.	AG2-Decided to invite the quotations of the laboratory equipment of Civil and EEE departments as early as possible.
2.	AG3-Decided to collect the OMR sheets of Einstein Science Talent test in this week.
3.	AG4-Decided that the enquiry report about the clash between the students happened on election day should be submitted as early as possible.
4.	AG5- Decided to ask the students of S3 and S5 to pay the pending tuition fees immediately.
5.	AG6-Decided that the online classes are extended up to February 11, 2022.
	50% faculties, lab staffs and office staffs may come to college, 3days per week, due to this pandemic situation.



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



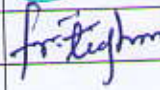





Format No.	GOV : D3.4
Rev. No.	00
Date	18/02/2021
Page	2 of 2

	Also, all office staffs should be present in the college on the dates of the university examination.
6.	AG7-Decided to conduct the first series test for minors/honors on 7 th and 8 th February 2022, after the class time.
7.	AG8-Decided to conduct the remaining part of the first series tests of S1 on 2 nd February 2022 through online mode.
8.	AG8 (1)-Decided to postpone the e-audit to 9, 10, & 11 of February 2022.
9.	AG8 (2)-Decided that all faculty should prepare and submit the course files with attainment on the mentioned dates as per the instructions from KTU. 2020-2021 academic year details should be submitted on 21, 22, 23 February 2022. 2019-2020 academic year details should be submitted on 7, 8, 9 March 2022. 2018-2019 academic year details should be submitted on 28, 29, 30 March 2022. EEE and Civil departments should submit all files on 30 th April 2022.
10.	AG8 (3) - 29/1/2022 will be working day with Tuesday's timetable.
 PRINCIPAL	

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ADM/AC/2022/03

Minutes of Meeting

Academic Year: 2021-22		Date: 19/01/2022	
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. Prince Varghese		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. S. Kamalakannan		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 NBA 3. Update the status of the enquiry to the incident happened on election 4. Submission of the internal mark of S7 into KTU portal | <ol style="list-style-type: none"> 5. Fees Collection of S3, S5 and S7 6. Reported the Covid cases 7. Discussion about the online classes 8. Offline classes 9. Any other matters |
|---|--|

S.No	DECISIONS
1.	AG2-Decided to submit the quotations received for the laboratory equipment of Civil and EEE departments on 28 January 2022.
2.	AG3 -Decided that the enquiry report of the incident happened on election should be submitted, as early as possible.
3.	AG4-It is noted that some faculties didn't submit the internal marks of S7 into KTU portal.
4.	AG5- Decided that all students from S3 and S5 should pay the tuition fees immediately.
5.	AG6-It is noted that some of the faculties and students are affected with Covid Positive.
6.	AG7-Decided that all faculties should be present in the college from 24.01.2022 onwards and do the classes in online mode.
7.	AG8-Decided that the online classes will start after the decisions from the meeting of government.



Mar Baselios Christian College of Engineering and Technology


Kuttikanam, Peermade - 685531

College Executive Council

Format No.	GOV : D3.4
Rev. No.	00
Date	18/02/2021
Page	2 of 2

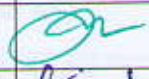

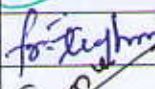


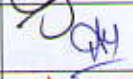


8. AG9-Decided that the second e-audit of S7 and first e-audit of S3 and S5 are scheduled on 2nd, 3rd and 4th February 2022.


PRINCIPAL

 MBC Mar Baselios Christian College of Engineering & Technology	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ ADM/ AC/ 2022/ 01

Minutes of Meeting

Academic Year: 2021-22		Date: ¹² 05 /01/2022	
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.Prince Varghese		Fr. Eldho Saju	
Dr.Anoop K. J.		Prof. Elias Janson K	
Dr.Nirmala Joseph		Prof. Annie Chacko	
Dr.K.Kanchana		Prof.Manikandan S	
Dr. S. Kamalakannan		Prof.Resmara S.	

AGENDA

1. Discussion of previous meeting minutes and the Action Taken Report. 2. Update the progress of NBA 3. Update the progress of Einstein Science Talent test 4. Issues reported on the date of Election	5. Submission of the internal mark of S7 into KTU portal 6. Fees Collection of S3, S5 and S7 7. Reported Covid cases 8. Discussion about the online classes 9. Any other matters
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S.No


DECISIONS

1.	AG2-The NBA Peer Visit Team have assigned the 3 slots to visit the departments. Decided that all the related works of NBA should complete the on before the deadline.
2.	AG3 -Decided that Einstein Science Talent test is going in a smooth manner.
3.	AG4-Decided that to constitute an enquiry committee to find out what happened and identify the culprits involved in the incident..
4.	AG 5-Decided that the faculty should upload the internal mark and attendance of S7 into KTU portal, when portal will open.
5.	AG6- Decided that all students should pay the tuition fees before the university registration. And also, will issue a notice to the students in this regard.



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



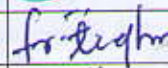





Format No.	GOV : D3.4
Rev. No.	00
Date	18/02/2021
Page	2 of 2

	If the students from S7 didn't pay 50% tuition fees, mark their attendance as zero.
6.	AG7-Decided that all the students who didn't take the second dose vaccination and those who have covid symptoms, should take RTPCR test and come with the negative certificate.
7.	AG 8- Decided that all the teachers should do the classes through online from 11.01.2022 to 22.01.2022 due to the Covid cases reported in the college and the offline classes will resume on 24.01.2022 as per the timetable. The first series test of S1 will resume on 24.01.2022.
8.	AG 9 (1)- Decided to conduct the PTA meeting of all classes in the following days through online mode. The online PTA meeting is scheduled as follows: Final year on 13 January @ 7pm. Third year on 14 January @ 7pm. Second year on 15 January @ 7pm. First year on 15 January @8 pm. All CFA should inform this to the respective parents.
9.	AG 9(2)-Decided that 14 January 2022 will be the work from home facility to the faculties. Others should be present in the college.
10.	AG9(3)-Decided that 22 January 2022 will be a working day for the college.
	 PRINCIPAL

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	1 of 2

No: MBC/ADM/AC/2022/01


Minutes of Meeting


Academic Year: 2021-22		Date:05/01/2022	
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.Prince Varghese		Fr. Eldho Saju	
Dr.Anoop K. J.		Prof. Elias Janson K	
Dr.Nirmala Joseph		Prof. Annie Chacko	
Dr.K.Kanchana		Prof.Manikandan S	
Dr. S. Kamalakannan		Prof.Resmara S.	

AGENDA

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 Einstein Science Talent test 5. University registration of S7 6. Election of Student's Union	7. Select the new NBA coordinator of S&H department 8. Submission of second internal mark of S7 and first internal mark of S3 and S5 9. Portions coverage of S7 10. Fees Collection of S3, S5 and S7 11. Any other matters
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S.No	DECISIONS
1.	AG2-All the related works of NBA and NAAC were completed and submitted the SAR of NBA on 23 December 2021.
2.	AG3 -The Einstein Science Talent test was started on 6 January 2022.
3.	AG4-Decided that as per the university notification, registration of S7 will complete on 12 January 2022.
4.	AG 5-Decided that as per the university notification the college election will conduct on 7 January 2022.
5.	AG 6-Decided that Prof. Prathiba Philip is appointed as the NBA coordinator from S&H department.

	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	2 of 2

	AG 8- Decided that second internal mark of S7 and first internal mark of S3 and S5 should be submitted on 13 January 2022.
6.	AG9 - Decided that all faculties who are handling S7, should try to complete the portions on or before 12 January 2022.
7.	AG 10- Decided that all students should try to pay the tuition fees before the university registration. And a notice is to be issued from Office to the students in this regard.
8.	AG11 (1)- Decided that one faculty from each department should support the file works of NIRF.
9.	AG 11(2)-Decided that all HODs should monitor the students in the exam hall while they are writing the series test examination.
 PRINCIPAL	

	Mar Basilio Christian College of Engineering and Technology Kuttikanam, Peermade – 685531 College Executive Council	Format No.	GOV : D3.4
		Rev. No.	00
		Date	18/02/2021
		Page	3 of 3

ACTION TAKEN REPORT

1. Completed 60% works of NBA and NAAC.
2. Completed the 80% works of EST
3. College was celebrated Christmas celebration.
4. Conducted the election for the new secretary for the cooperate society.



PRINCIPAL