

07-02-2020

A meeting of the Computational Facilities Committee was held on 07-02-2020 at 2:00 PM

Following members were present in the meeting

- 1) Mr. Deepu Jacob - System Admin In-charge
- 2) Prof. Fini Fathima - AP/EE Member
- 3) Mr. Manoj Mathew - Lab Staff/CS Member
- 4) Ms. Thejal Doly Jose - Lab Staff/CS Member
- 5) Ms. Asha V.K - Lab Staff/CS Member

Following members were invited to the meeting

- 1) Ms. Jomy Alex - Lab Staff/CS
- 2) Ms. Sinu Jose - Lab Staff/CS

Agenda

- 1) Implementation of Online Complaint Registration Software
- 2) Items purchase for computer maintenance
- 3) Contact Details of staffs to Campus Software
- 4) Computing Facilities for Technical Fest.

Discussions & Decisions.

- 1) As the trial run of the Online Complaint Registration Software is success, it is decided to live the module and give provision to the users through the Campus Management Software
- 2) Decided to submit a request to the authorities for procuring various parts needs to replace in the machines
- 3) For the easy access for the staffs, it is decided to display the list of phone numbers of all the staffs in the Campus management software.

- 4) As the inter-collegiate technical fest - "Swastika-20" is scheduled to be conducted on 5<sup>th</sup> and 7<sup>th</sup> March, 2020, it is decided to provide all the supports as requested by the coordination committee.

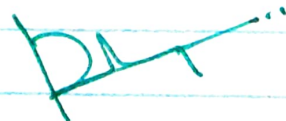
#### Action Taken:

- 1) The Online Complaint Registration module is provided to all the staffs through the Campus Management System Software
- 2) Request for various items is submitted to Bursar and ordered the items as per the sanction from the Principal and Bursar
- 3) The mobile no of all the staffs are collected and updated in the software. The list made available for all the staffs through Campus Management System
- 4) Central Compting Facility, Computer labs, Projectors etc were allotted for various events as per the sanction from the Principal.

Minutes prepared by

Deepu

Deepu Jacob, System Admin



Dr. PRADEEP C.  
Principal

Mar Baselios Christian  
College of Engineering & Technology  
P. O. Pallikkunnu, Peermade-685 531



10-07-2020

A meeting of the Computational facilities Committee was held on 10-7-2020 at 6:00pm through google meet

Following members were present in the meeting

- 1) Mr. Deepu Jacob - System Admin In-charge
- 2) Prof. Feni Fathima - AP/EE Member
- 3) Mr. Manoj Mathew - Lab Staff/CS Member
- 4) Ms. Theja Lal Jose - Lab staff/CS Member
- 5) Ms. Asha V.K. - Lab staff/CS Member

The following members were invited to the meeting

- 1) Ms. Tony Alex Lab Staff/CS
- 2) Ms. Sine Jose Sajan Lab Staff/CS

### Agenda

- 1) Maintaining social distancing in Lab
- 2) Checking of working status of Computers, UPS's and other network devices
- 3) Sanitization inside labs and premises of lab.
- 4) Provide support for online classes to the staffs and students
- 5) Awareness for the prevention of Covid-19.

### Discussions and Decisions

- 1) Decided to rearrange the systems in alternative seats in order to maintain a minimum distance of 1.5 meter.
- 2) Decided to check the working condition and cause of damage of the systems and UPS's in the college
- 3) Decided to request project office for the Sanitization

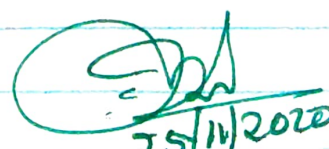
After the usage of each lab/exam sessions

- 1) Decided to provide technical support for conducting online classes through Google meet, zoom meeting, google class rooms etc for the staffs and students.
- 5) Decided to make awareness to the public through various posters and banners through social media, College website and organization email aids.

### Action taken

- 1) Submitted request for various spares and have purchased the same as <sup>per</sup> the sanctioned order.
- 2) Project department has arranged housekeeping staffs for the sanitization of the labs and premises as per request.
- 3) Provided technical support for online classes through various platforms to the staffs and students.
- 4) Published various posters and banners on "Break the chain, social distancing, sanitization, usage of masks and gloves etc through various online social media, websites and emails.
- 5) fixed projector in CCF in order to provide better teaching and learning facility to the staffs and students.

Minutes prepared by  
  
 15/11/2020  
 Asha V.K.

  
 25/11/2020  
**PRINCIPAL**  
**Mar Baselios Christian**  
**College of Engineering & Technology,**  
**P. O. Pallikkunnu, Peermade-685501**



**MAR BASELIOS CHRISTIAN**  
**COLLEGE OF ENGINEERING & TECHNOLOGY**  
**KUTTIKKANAM, PEERMADE**

MBC/ADN/KTU/2020/07

07/10/2020

**CIRCULAR**

**Central Computing Facility Committee** for the academic year 2020-21 is constituted with the following members

| S. No | Name                                 | Designation |
|-------|--------------------------------------|-------------|
| 1     | Mr. Deepu Jacob, System Admin        | In-charge   |
| 2     | Prof. Fini Fathima, AP/EEE           | Member      |
| 3     | Mr. Manoj Mathew, Lab staff/CSE      | Member      |
| 4     | Mrs. Asha V.K, Lab staff/CSE         | Member      |
| 5     | Mrs. Thejal Laly Jose, Lab staff/CSE | Member      |

Principal

**PRINCIPAL**  
**Mar Baselios Christian**  
**College of Engineering & Technology**  
**P. O. Pallikkunnu, Peermade-685531**

Copy to:

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





28-12-2020

A meeting of the Computational Facilities Committee was held on 28-12-2020 at 06:00 PM through Google Meet.

Following members were present in the meeting.

- 1) Mr. Despu Jacob, System Admin. In-charge
- 2) Prof. Feni Fathima, EE-Asst Prof. Member
- 3) Mr. Mangi Mathew, Lab Staff-CS Member
- 4) Ms. Thejal Daly Jose, Lab Staff-CS Member
- 5) Ms. Asha UK Lab Staff-CS Member

The following members were invited to the meeting

- 1) Ms. Jomy Alex Lab Staff-CS
- 2) Mr. Sinu Jose Sajjan Lab Staff-CS

Agenda:-

- 1) To discuss regarding the various changes that has to be made in the labs and premises in view of opening classes and labs for the final year students.
- 2) Pre-maintenance checking of networking and Wi-Fi devices in the college and hostels.
- 3) Computerization of staff details from the beginning of the college.

Discussions and Decisions

- 1) Decided to avoid signing in the Lab-Register by the students while entering the labs.
- 2) Decided to encourage online methods for verifying the output in order to avoid

maintain social distance.

- 3) Decided to provide hands-free sanitization facilities to the students before entering the lab. Also arrange sanitization of systems and lab after each lab session through Project Dept.
- 4) Decided to do the performance checking of all the network and wi-fi devices in the hostels immediately before the commencement of classes.
- 5) Decided to computerize the staff details who worked in the college, from the previous attendance registers.

#### Actions Taken:

- 1) Staff is marking the attendance in the Lab Utilization Register and Attendance Register
- 2) Programs and outputs are checking through email
- 3) Hands-Free sanitizer stand is provided for all the buildings. Also sanitization is doing after each lab session.
- 4) Networking & Wifi devices in the hostels are checked.
- 5) Attendance registers from 2001 are collected and the data entry work is started.

Minutes prepared by

Deepu  
Deepu Jacob, System Admin.

  
20/12/2020  
PRINCIPAL  
Mar Baselios Christian  
College of Engineering & Technology  
P. O. Pallikunnu, Peermade-685531