

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

**INTERNAL QUALITY ASSURANCE CELL**

MBC/IQAC/N/2018/04

13/08/2018

**NOTICE**

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on 3<sup>rd</sup> September 2018 in Conference Hall at 10.30 AM.

All IQAC members are invited to attend this meeting. The Agenda of the meeting is attached with this notice.

Please go through it and all concerned are requested to prepare your valuable suggestions in this regards.

Date: 03/09/2018

Location: Conference Hall

Time: 10:30 AM

Called by: IQAC Coordinator

Attendees: IQAC Members

**Agenda Items:**

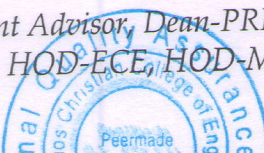
1. Approval of agenda.
2. Confirmation of the minutes of the previous IQAC meeting.
3. Amendment of IQAC File Structure.
4. Increase in internet connection bandwidth.
5. Review of NAAC work.
6. Revision / redesign of Mentoring System.
7. Restructuring of CO-PO attainment Process
8. Any other item with the permission of Chairman.

  
IQAC Coordinator

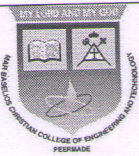
  
Chairman

Copy to:

1. Director File, Principal File, Student Advisor, Dean-PRI, Dean-Student Affairs
2. HOD-CE, HOD-CSE, HOD-EEE, HOD-ECE, HOD-ME
3. Office
4. IQAC Members







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**Minutes of IQAC Meeting held on 03 September 2018**

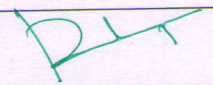
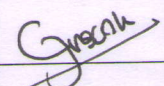
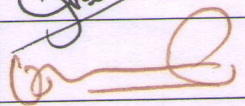
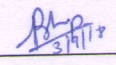
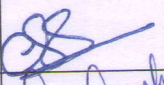
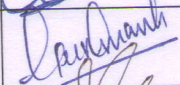
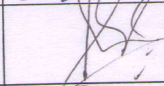
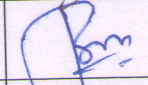
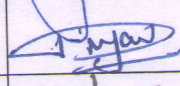

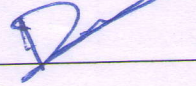
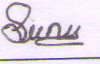
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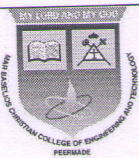
**Agenda**

- Approval of agenda.
- Confirmation of the minutes of the previous IQAC meeting.
- Amendment of IQAC File Structure.
- Increase in internet connection bandwidth.
- Review of NAAC work.
- Revision / redesign of Mentoring System.
- Restructuring of CO-PO attainment Process
- Any other item with the permission of Chairman.

**Members Attended**

Dr. Pradeep C	Principal	
Prof. Elias Janson	Head ECE Department	
Mr. Varghese E. P	Head Office	
Prof. Pradeep P. Mathew	CSE Department	
Prof. Bobeena George	CE Department	
Prof. Geethos Ninan	ECE Department	
Prof. Snehapriya Sebastian	EEE Department	
Prof. Rojin Mathews	ME Department	
Prof. Divyamol	S & H Department	
Mr. Cheriyan Thomas	Head Project Department	
Mr. Deepu Jacob	Head System Administration	
Ms. Sunu P. Raju	Head Library	



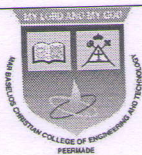


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Sl. No	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
1	Pending points from previous IQAC Meeting	No Pending Points				
2	Approval of Agenda		Accepted			
3	Confirmation of minutes of the first IQAC Meeting.	IQAC has cross checked the same.	Confirmed.			
4	Amendment to IQAC File Structure	Two files added to IQAC file Structure.	<p><b>*Conduction of Remedial Coaching:</b> this file contains the record of extra coaching made to improve the result of subjects having result below 75%</p> <p><b>*Conduction of Bridge Courses:</b> This contains record of bridge course conducted at start of every semester.</p>	<p>* IQAC and HODs' should see that revised file structure is applicable with effect from Academic Year 2017 - 2018 (Semester II).</p>	IQAC Coordinator and HODs' of departments.	End of Semester.
5	Review of NAAC works.	Dr. Pradeep. C Chairman presented the progress of NAAC work till date.	<p>* There is need of one or two more members in Committee.</p> <p>* There is need of Criterion wise work distribution among NAAC committee members.</p>	<p>* Identify one new member to be added to committee</p> <p>* Distribute the Criterion wise work among committee members.</p>	Prof. Pradeep. P Mathew	5-09-2018
6	Revision/ Redesign of Mentoring System	* IQAC Coordinator referred to revise the existing mentoring	*Design Mentor Record book Similar to Academic Record Book which consist of list of mentees, Attendance	*Design well structured and well formatted Mentoring Record book	*Prof. Geethos *Prof. Bobeena	3-11-2018



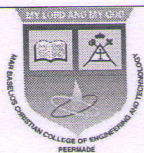


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		* To include batch wise one hour session per week in time table.	Session, Weekly Session Wise Point to be Discussed Record, and Final Mentor report.	class wise contents as guidelines for mentoring session *Conduct awareness Session in each department.		
7	<b>Restructuring of CO-PO attainment Process.</b>	*Existing CO-PO attainment process is discussed. *Need to redesign the CO-PO attainment system.	* Following two tools are identified with their weightage. * Class Test on every 2 units of 20 marks for 1 hrs with weightage of 60% in attainment. * Course End Survey after end of semester teaching with weightage as 40 % in attainment Formats are discussed.	*Design the well structured format for course end survey.	* Prof. Divya Mol	1-10-2018
8	<b>Green Audit</b>	Discussed about the need of conducting an Awareness workshop on Green Audit	Decided to conduct a two day Workshop on Green Auditing			Planned to be conduct by the month of November
9	<b>Any other item with the permission of Chairperson.</b>			Additional LCD projectors to be installed in classroom.	*Mr. Cheriyan Thomas * Mr. Deepu Jacob	1-10-2018
10	<b>Date of next</b>	Next				





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### ACTIONS TAKEN REPORT

	<b>Improvement of the effectiveness of the quality management and its processes</b>	<ul style="list-style-type: none"><li>• IQAC reconstituted the remedial coaching and bridge courses to make improvements.</li><li>• NAAC Criterion work has been planned to be distributed among the staffs.</li><li>• Periodic progress analysis of NAAC works are planned</li></ul>
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IQAC Coordinator



  
Principal

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