



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

INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting held on 11th August 2021

MBC/IQAC/MoM/2021/10

11/08/2021

Agenda:


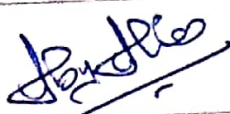


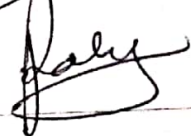

1. Approval of agenda.
2. Confirmation of the minutes of the previous IQAC meeting.
3. Progress of NBA related works.
4. Discussion on the quality improvement programs for this semester.
5. Conduct of contact classes.
6. Conduct of e- audit.

Members Attended:

1	Dr. Jayaraj Kochupillai	Principal	
2	Mr. K.A Abraham	Bursar	
3	Dr. Nirmala Joseph	Dean, Student affairs	
4	Fr. Eldho Saju	Students Advisor	
5	Dr. Anoop K J	Dean (Academics)	
6	Prof. Elias Janson K	HOD/ECE	
7	Prof. Manikandan S	HOD/Mech	
8	Dr. Manoj Nallanathel	HOD/CE	



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9	Prof. Maria Joseph	Asst. Prof/ECE	
10	Prof. Aby Alias	Asst. Prof/Mech	
11	Prof. Josmy George	Asst. Prof/CSE	
12	Prof. Rasmara S	Asst. Prof/EEE	
13	Prof. Rahul Ajithkumar	Asst. Prof/CSE	
14	Mr. Sajan George	Governing Board Member	
15	Mr. Viju. P. Chacko	Reporter, Malayalamanorama, Peermade.	
16	Mr. Alexy Binu	Student- B.Tech / CSE	
17	Mr. Akhil Shaji	Software Engineer, Petrolink Software Service.	
18	Mr. Abraham Kuriakose Omathil	Joint Secretary, The Kerala State Small Industries Association	
19	Mr. Thankachan K C	Ex- Service man	



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SL No	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
1	Approval of Agenda		Accepted			
2	Confirmation of minutes of the Previous IQAC Meeting		Decided to monitor the academics of the students by conducting offline classes obeying the Covid protocol. Due to Covid-19 IQAC cell instructed to complete the academic schedule through effective online medium. (Google Classroom)	No Pending action		
3	Progress of NBA related works	Discussed about the updations in the progress of the NBA related works in EEE and CE department.	Decided to give instruction to update and submit all the necessary documents for the NBA		NBA co-ordinators of the department	30 th November 2021
4	Discussion on the quality improvement programs for this semester.		Decided to conduct DAB meetings of all departments for aligning the strategies of the departments to the vision, mission, PSOs of the		Heads of the Department	



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			department			
5	Conduct of contact classes.	Discussion regarding the classes to be held in online mode	Students were given more interactive sessions and laboratory facilities for improving their knowlege	All HOD's should monitor if the academics in the offline mode is going in a productive manner.	Head of the Departments	
6	Discussion on Quality improvement Programs across college.		<p>Verified the Academic Audit reports conducted by IQAC .</p> <p>Decided to give more training programs for helping the students to get placements in good companies.</p> <p>Decided to discuss the updations of the NBA work of two departments (EEE and CE)</p>	HoD's of respective department s were asked to monitor the works related to NBA.	Head of the departments.	
7	Suggestions from other members		Decided to give a mentoring system to monitor the academics of each student in personal.			



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7	Any other item with the permission of Chairman.		Updations in the NAAC for the academic year is also to be done.		
8	Meeting Concluded with thank you note.				



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ACTIONS TAKEN REPORT

Improvement of the effectiveness of the quality management and its processes	<ul style="list-style-type: none">• Decided to arrange more training programmes for the placements.• Decided to start the file preparation for NBA process in each Department and complete it nearly by 30th November 2021.• Decided to maintain Covid protocol across college as per the Government and university Guidelines.• Decided to conduct the academic audit properly by timely auditing the academic documents and general files of all departments.• Decided for the proper updations of different files as per the NAAC Criteria.
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IQAC Coordinator

Principal