

Mar Baselios Christian College of Engineering and Technology

Kuttikanam, Peermade – 685531

INTERNAL QUALITY ASSURANCE CELL

MBC/IQAC/N/2020/08

20/10/2020

NOTICE

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on 11th November 2020 in Conference Hall at 11.30 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: 11/11/2020

Location: Conference Hall

Time: 11:30 AM

Called by: IQAC Coordinator

Attendees: IQAC Members

Agenda:

1. Approval of agenda.
2. Confirmation of the minutes of the previous IQAC meeting.
3. Preparation for NAAC Peer Team Visit.
4. Discussion on the quality improvement programs for this semester.

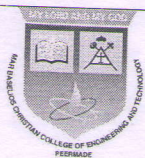
IQAC Coordinator



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
5. Notice Board



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

INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting held on 11th November 2020

MBC/IQAC/MoM/2020/08

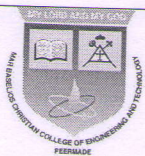
12/11/2020

Agenda:

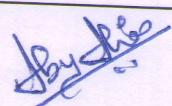
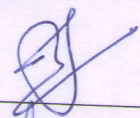

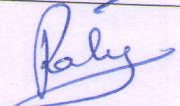

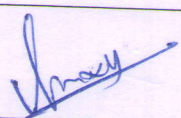

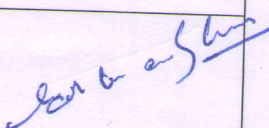
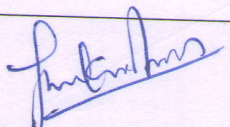
1. Approval of agenda.
2. Confirmation of the minutes of the previous IQAC meeting.
3. Discussion regarding the effectiveness of online classes.
4. Discussion regarding the updations of Academic files and General files.

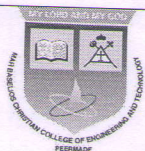
Members Attended:

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



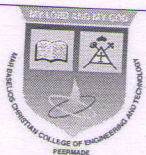
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10	Prof. Aby Alias	Asst. Prof/Mech	
11	Prof. Josmy George	Asst. Prof/CSE	
12	Prof. Rasmara S	Asst. Prof/EEE	
13	Prof. Rahul Ajithkumar	Asst. Prof/CSE	
14	Mr. Sajan George	Governing Board Member	
15	Mr. Viju. P. Chacko	Reporter, Malayalamanorama, Peermade.	
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	



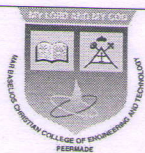
Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade – 685531

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	<p>All preparations for NAAC visit was completed.</p> <p>DVV process completed.</p> <p>Due to Covid-19 pandemic the visit was rescheduled.</p> <p>2nd national conference on advances in mechanical engineering 2020 was conducted On 5th may 2020</p>	<p>Due to Covid-19 IQAC cell instructed to complete the academic schedule through effective online medium. (Google Classroom)</p> <p>Conducted a Motivational series "Get Inspired and Ignited" from 21st Aug to 25th Sept 2020 for First year students. (2020-24 Batch)</p>	No Pending action		
3	Discussion regarding the file updations and NAAC preparations for rescheduled visit.	Discussed about the DVV Process.	Decided to update and submit all the pending documents (during the COVID period) in files corresponding to the NAAC Criterion at IQAC Cell.		Criterion Heads of different Criteria	<p>Criterion 1 : 12/01/21</p> <p>Criterion 2: 15/01/21</p> <p>Criterion 3: 15/01/21</p> <p>Criterion 4:</p>



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						<p>Criterion 5: 13/01/21</p> <p>Criterion 6: 18/01/21</p> <p>Criterion 7: 18/01/21</p>
	Discussion on the preparation of Departmental Presentation for NAAC Accreditation		Decided to conduct a Departmental presentation and Principal presentation satisfying all the NAAC Criteria.		Heads of Department	19 th January 2021
5	Discussion regarding effectiveness of online class.	Discussion regarding the strategies for conducting online exams, assignments	<p>Decided to submit progress of online works weekly to principal.</p> <p>Verified the Academic Audit reports conducted by IQAC.</p>	All HOD's have to monitor the effectiveness of the academic classes.	Head of Departments	
6	Discussion on Quality improvement Programs across college.		<p>Decided to Apply for Student project funding from various agencies.</p> <p>Decided to motivate the staff members to come up with innovative research proposals.</p> <p>Analyzed the productivity of department wise training programs for helping the students to get placed in</p>		Head of departments.	



Mar Baselios Christian College of Engineering and Technology

Kuttikanam, Peermade – 685531

			suggestions were proposed.			
7	Any other item with the permission of Chairman.					
8	Meeting Concluded with thank you note.					

ACTIONS TAKEN REPORT

	Improvement of the effectiveness of the quality management and its processes	<ul style="list-style-type: none">Decided to Conduct International Conference.Decided for the proper updations of different files as per the NAAC Criteria.Decided to conduct mock presentations and Audit as a preparatory measure for rescheduled NAAC visit.Decided to start the file preparation for NBA process in each Department.Decided to maintain Covid protocol across college as per the Government and university Guidelines.
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IQAC Coordinator




Principal



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

INTERNAL QUALITY ASSURANCE CELL

MBC/IQAC/N/2020/04

20/01/2020

NOTICE

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 6th February 2020 in Conference Hall at 10.30 AM.

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

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

Date: 06/02/2020

Location: Conference Hall

Time: 10:30 AM

Called by: IQAC Coordinator

Attendees: IQAC Members

Agenda:

1. Preparation for NAAC Accreditation.
2. Discussion on the quality improvement programs for this semester.
3. NBA Accreditation plans

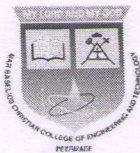
IQAC Coordinator



Chairman

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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting held on 6th February 2020

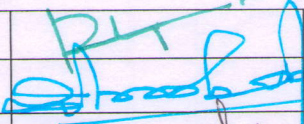
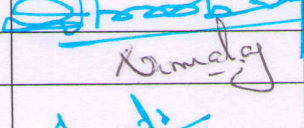
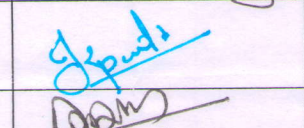
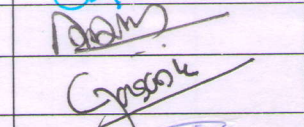
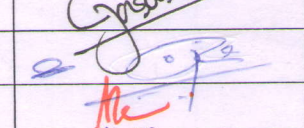
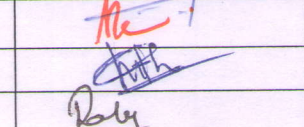
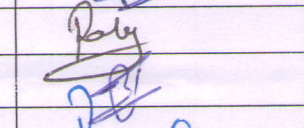
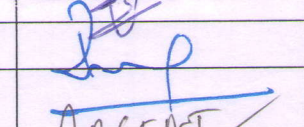
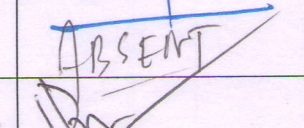
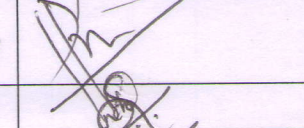
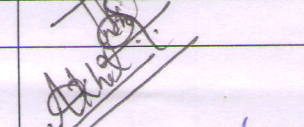
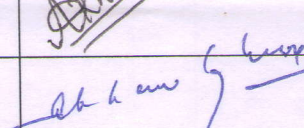
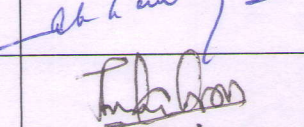
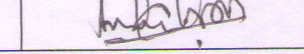
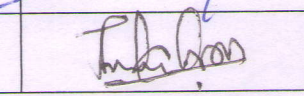
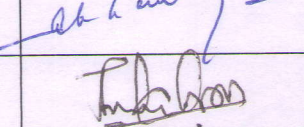
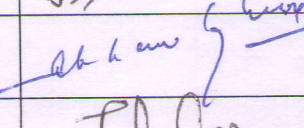
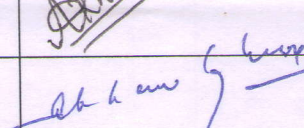
MBC/IQAC/MoM/2020/01

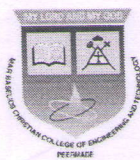
06/02/2020

Agenda:

1. Preparation for NAAC Accreditation.
2. Discussion on the quality improvement programs for this semester.
3. NBA Accreditation plans

Members Attended:

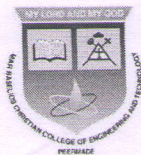
Dr. Pradeep C	Principal	
Mr. K.A Abraham	Bursar	
Dr. Nirmala Joseph	Dean, Student affairs	
Fr. Kuruvila Perumal Chacko	Students Advisor	
Dr. Anoop KJ	IQAC Coordinator	
Prof. Elias Janson . K	HOD / ECE	
Dr. Roja Abraham	HOD/Mech	
Dr. Manoj Nallanathel	HOD/CE	
Dr. Chithra. V S	Assoc. Prof/CE	
Prof. Rahul Ajithkumar	Asst. Prof / CSE	
Prof. Josmi George	Asst. Prof/CSE	
Prof. Rasmara S	Asst. Prof/EEE	
Dr. Zacaria T V	HOD/ Dept. Political Science, EMEA College of Arts and Science, Kerala.	
Mr. Viju. P. Chacko	Reporter, Malayala Manorama, Peermade	
Sneha Grace Abraham	Student- B.Tech / CSE.	
Mr. Akhil Shaji	Alumni-Software Engineer, Petrolink Software Service.	
Mr. Abraham Kuriakose Omathil	Industrialist -Joint Secretary, The Kerala State Small Industries Association.	
Thankachan K C	PTA , Ex- Service man.	



Mar Baselios Christian College of Engineering and Technology

Kuttikanam, Peermade – 685531

Sl. No	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
1	Confirmation of minutes of the Previous IQAC Meeting		Completed SSR Preparation. Uploaded SSR in NAAC Portal DVV Clarification Submitted	No Pending action		
2	Discussion regarding the DVV Clarification and File preparations.	Discussed about the DVV Clarification especially regarding the criterion related to paper publication and APJAKTU Guideship	Decided to rise queries to NAAC		IQAC coordinator	On or before 06 th February.
	Discussion on the preparation of Departmental Presentation for NAAC Accreditation		Decided to conduct a Departmental presentation satisfying all the NAAC Criteria.		Heads of the Department	03 rd March 2020.
4	Discussion of progress of NBA works	Discussion about the Possibility of satisfying Prequalifier by different departments	Decided to submit filled Prequalifier details of each department.	Need to allot a NBA coordinator in each department for monitoring and controlling the progress of NBA works. Need staff coordinators for various criteria	Head of the Departments	Before 25 th February 2020.



Mar Baselios Christian College of Engineering and Technology

Kuttikanam, Peermade – 685531

5	National Conference and MOOC	Discussion to conduct National Level conferences and Workshops on Outcome Based Education. There was also a suggestion arising with the students participation to be improved in the area of MOOC courses.	Decided to conduct National Level Conference for each department. For MOOC courses, Prof. Prashanth K G is given the charges to improve student's participation in the same. Immediate action has to be taken for NPTEL courses		Head of the departments. Prof. Prashanth K G is assigned with MOOC courses.	Month of April or May.
6	Value Added/Certificate courses	Discussion was carried about adding VAP and Certificate courses in various departments.	Decision was taken to identify and fill the curriculum gap by conducting VAP and certificate courses.	Need to identify curriculum gap and find the courses to fill the same	Head of the departments.	Month of July 2020.
7	Technical Invited Talks	Discussed about the conducting At least 2 TIT each department.	Decided to conduct at least 2 TIT in the department.	Need to identify the topics and resource person	Head of the departments.	Before the end of the semester.
8	Introduction to NBA and Assessment of OBE	Discussed to conduct an FDP to Faculty members	Decided to conduct FDP.	Identifying resource person.	IQAC	Before February 2020.



Mar Baselios Christian College of Engineering and Technology

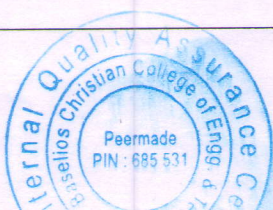
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9	Research Proposal	Discussion has carried out to improve research proposal	Decided to inform all the senior staff members to apply for funding	Identify the funding agencies and the date of application	C RiSE	Before semester end.
10	Journal papers	Discussed on the publication	Decided to make staff members to publish their research papers in at least UGC approved/Scopus Journals.		C RiSE	At least one or two in an year.
8	Meeting Concluded with thank you note by IQAC coordinator					

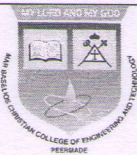
ACTIONS TAKEN REPORT

Improvement of the effectiveness of the quality management and its processes	<ul style="list-style-type: none"> Decided to Conduct National Level Conferences in each department. Decided to Conduct a training programme on Outcome Based Education. Decided for the proper documentation of different files as per the NAAC Criteria. Decided to start the NBA process in each Departments. Prof. Prashanth K G is assigned for improving the student's participation in MOOC courses. Decided to make MOUS with Core Companies in different domains.
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[Signature]
IQAC Coordinator



[Signature]
Principal



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

INTERNAL QUALITY ASSURANCE CELL

MBC/IQAC/N/2019/05

04/01/2019

NOTICE

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on 30th January 2019 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 take necessary action in this regards.

Date: 30/01/2019

Location: Conference Hall

Time: 10:30 AM

Called by: IQAC Coordinator

Attendees: IQAC Members

Agenda:

1. Confirmation of the minutes of the previous IQAC meeting.
2. Changes in IQAC Composition.
3. Discussion of Revised NAAC Manual based on Quality Indicator Framework (adopted from July 2017).
4. Introduction of CO-PO attainment process.
5. Any other item with the permission of Chairman.


IQAC Coordinator

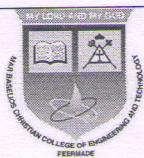



Chairman

Copy to:

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2. HOD-CE, HOD-CSE, HOD-EEE, HOD-ECE, HOD-ME
3. Office
4. IQAC Members
5. Notice Boards

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



Mar Baselios Christian College of Engineering and Technology

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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting held on 30 January 2019

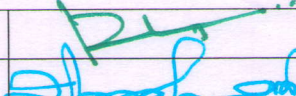
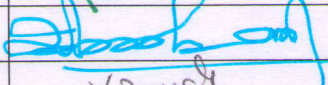
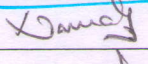
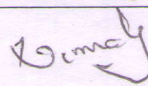

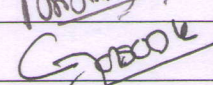
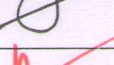

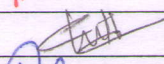
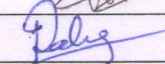
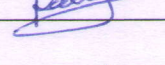
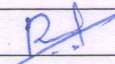
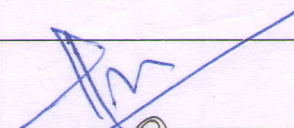
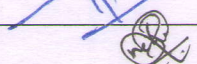
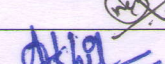

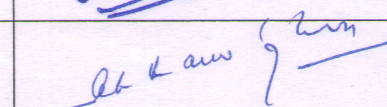
MBC/IQAC/MoM/2019/05

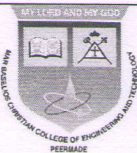
30/01/2019

Agenda:

- Approval of agenda.
- Confirmation of the minutes of the previous IQAC meeting.
- Discussion on conducting conferences by all departments.
- Discussion on conducting Energy Audit.
- Discussion on conducting a session on NAAC Accreditation Criteria.

Members Attended:

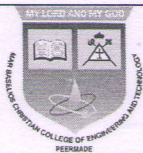
Dr. Pradeep C	Principal	
Mr. K.A Abraham	Bursar	
Dr. Nirmala Joseph	Dean, Student affairs	
Fr. Kuruvila Perumal Chakko	Students Advisor	
Dr. Anoop KJ	IQAC Coordinator	
Prof. Elias Janson	HOD / ECE	
Dr. Roja Abraham	HOD/Mech	
Dr. Manoj Nallanathel	HOD/CE	
Dr. Chitra.	Assoc. Prof/CE	
Mr. Rahul Ajithkumar	Asst. Prof / CSE	
Prof. Josmi George	Asst. Prof/CSE	
Prof. Rasmara S	Asst. Prof/EEE	
Dr. Zacaria T V	HOD/ Dept. Political Science, EMEA College of Arts and Science, Kerala.	
Mr. Viju. P. Chacko	Reporter, Malayalamanorama, Peermade	
Sneha Grace Abraham	Student- B.Tech / CSE.	
Mr. Akhil Shaji	Alumni-Software Engineer, Petrolink Software Service.	
Mr. Abraham Kuriakose Omathil	Industrialist -Joint Secretary, The Kerala State Small Industries Association.	
Thankachan K C	PTA Ex- Service man	



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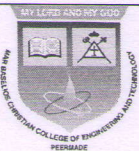
Sl. No	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
1	Confirmation of minutes of the previous IQAC Meeting	Actions taken corresponding to the suggestions from previous meeting.	It was resolved that minutes of the previous IQAC meeting are confirmed.			
2	Changes in IQAC Composition	<p>The IQAC Committee is reconstituted by Parent representative, Industrialist, Alumni, Member from the local society, Management representative and senior staff members from various departments as per NAAC accreditation rules.</p> <p>New IQAC Coordinator is Nominated.</p>	<p>Members nominated:</p> <ul style="list-style-type: none"> • Mr. K.A Abraham (Bursar) • Dr. Nirmala Joseoh (Dean, Student affairs) • Fr. Kuruvila Perumal Chakko Students Advisor • Dr. Anoop K J, Dean (Academics) • Dr. Roja Abraham HOD/Mech • Dr. Manoj Nallanathel HOD/CE • Dr. Chitra. Assoc. Prof/CE • Prof. Josmi George Asst. Prof/CSE • Prof. Rasmara S Asst. Prof/EEE • Prof. Rahul Ajithkumar Asst. Prof/CSE • Dr. Zacaria T V HOD/ Dept. Political Science, EMEA College of Arts and Science, Kerala (Management) • Mr. Viju. P. Chacko Reporter, 	Approval from IQAC chair person		



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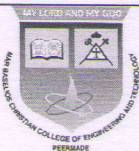
			<p>Malayalamanorama, Peermade.</p> <ul style="list-style-type: none"> • Sneha Grace Abraham Student- B.Tech / CSE • Mr. Akhil Shaji Software Engineer, Petrolink Software Service • Mr. Abraham Kuriakose Omathil Joint Secretary, The Kerala State Small Industries Association • Thankachan K C Ex-Service man <p>Dr. Anoop KJ is Nominated as the new IQAC Coordinator.</p>			
3	Introduction of CO-PO attainment process.	It is resolved in meeting to conduct a class on CO-PO attainment process for subjects and workshops, and various innovative teaching methodologies.			Chairman has given responsibility to the IQAC Coordinator to arrange a session on the same.	11/07/2019
4	Add-on Courses and Project oriented training programs.	Discussed the importance of add-on courses and project oriented training among students.	Decided to conduct Project oriented training, Add-on Courses, Technical talks among students.			



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5	About NPTEL (National Program on Technology Enhanced Learning) Chapter.	Staff Members were asked to join the NPTEL classes and promote online courses among students.	Decided to give instructions to all Faculty advisors to motivate students to join MOOC Courses.		Prof. Prasanth K G (Asst Professor/EEE Dept) is assigned the duties with the same.	
6	About Department Conferences.	The Chairperson suggested all department HOD's to conduct individual department conferences.	Decided to conduct department level national conference, collaborated with UGC approved journals.	Given instructions to all HOD's to assign coordinators for conferences.	All the HOD's were given the charges for the same.	Before June 2019.
7	Review of NAAC Works	Committee reviewed the progress of NAAC Accreditation works	Decided to ask report from various criteria heads regarding the progress of work.		IQAC Coordinator	Immediate
8	Meeting Concluded with thank you note. (Concluded at 11:30 PM)					



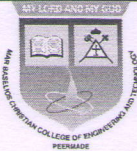
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ACTIONS TAKEN REPORT

	Improvement of the effectiveness of the quality management and its processes	<ul style="list-style-type: none"> • IQAC is reconstituted with new IQAC Coordinator and members for the effective functioning. • Decided to conduct department level conferences • Decided to increase MOOC Courses in campus. • Decided to review the progress of NAAC work.
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ECE	Technical session on Roadmap to success in Engineering	2/27/2019
	National Level Project Competition –Navriti'19	4/3/2019
	National conference on Information and Communication Engineering	5/9/2019
EEE	Two day workshop on Introduction to Mat lab	08/04/2019-09/04/2019
	"National Conference on Recent Advances in Electrical and Electronics Engineering -NCREEE'19".	4/27/2019
CE	Technical Invited Talk on Engineering Computer Software's	2/7/2019
	Technical Invited Talk on Civil 3D	2/15/2019
	Technical Invited Talk on Geographic Information System	3/18/2019
	Technical Invited Talk on Concreate Concepts	3/19/2019
	National Conference on Developments and Innovation in Civil Engineering	4/30/2019
CSE	Technical Talk on Entrepreneurship	2/15/2019
	Project oriented training on IoT	14/02/2019-15/02/2019
	CCNA Training	05/02/2019-09/02/2019
	Technical Talk on Foundations to Computing and System Design	3/15/2019
	National Conference on Advances in Smart Computing and Data Science	5/8/2019
ME	Hands on Training workshop and Practical session on Autodesk Fusion Modelling and Parametric Principles	2/15/2019
	HVAC Design Principles and Essential Calculation	2/20/2019
	Virtual Reality Demo	2/12/2019
	"National Conference on Advances In Mechanical Engineering "	5/10/2019
	Add-on course in PG Diploma in Manufacturing and Design using CATIA	4/8/2019



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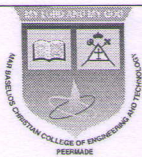
S&H	Report on National Science Day Celebrations Sponsored by KSCSTE & DST, Govt. of India.	2/21/2019
IQAC	Quality Assessment and Accreditation-New Guidelines-2k19	2/16/2019
	NAAC Accreditation-New Guidelines 2k19	2/8/2019

IQAC Coordinator



Principal

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



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INTERNAL QUALITY ASSURANCE CELL

MBC/IQAC/N/2018/03

19/03/2018

NOTICE

It is hereby notified that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on 23rd March 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 take necessary action in this regards.

Date: 23/03/2018

Location: Conference Hall

Time: 10:30 AM


Called by: IQAC Coordinator

Attendees: IQAC Members

Agenda:

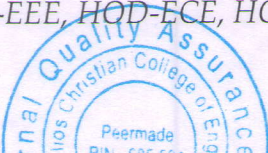
1. Approval of agenda.
2. Confirmation of the minutes of the previous IQAC meeting.
3. Changes in IQAC Composition.
4. Discussion of Revised NAAC Manual based on Quality Indicator Framework (adopted from July 2017).
5. Introduction of CO-PO attainment process.
6. Any other item with the permission of Chairman.


IQAC Coordinator

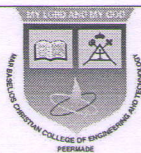

Chairman

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
5. Notice Boards



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



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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC Meeting held on 23 March 2018

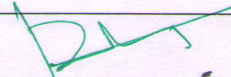
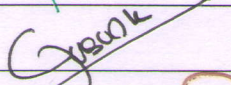



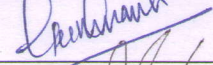

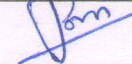
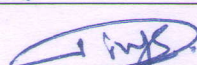


MBC/IQAC/MoM/2018/03

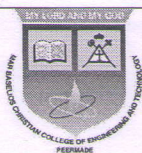
23/03/2018

Agenda:

- Approval of agenda.
- Confirmation of the minutes of the previous IQAC meeting.
- Changes in IQAC Composition.
- Discussion of Revised NAAC Manual based on Quality Indicator Framework (adopted from July 2017).
- Introduction of CO-PO attainment process.
- Any other item with the permission of Chairman.

Members Attended:

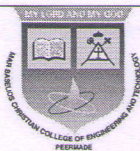
Dr. Pradeep C	Principal	
Prof. Elias Janson	HOD / ECE	
Mr. Varghese E. P	Head, Office	
Prof. Pradeep P. Mathew	Asst. Prof / CSE	
Prof. Bobeena George	Asst. Prof. / CE	
Prof. Geethos Ninan	Asst. Prof / ECE	
Prof. Snehapriya Sebastian	Asst. prof / EEE	
Prof. Rojin Mathews	Asst. Prof / Mech	
Prof. Divyamol	Asst. Prof / S & H	
Mr. Cheriyan Thomas	Head, Project Dept.	
Mr. Deepu Jacob	Head, System Admin	
Ms. Sunu P. Raju	Head, Library	
Prof. Soumya Sara Koshy	Asst. Prof/ CE	



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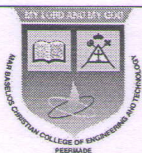
Sl. No	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
1	Approval of Agenda		Accepted			
2	Confirmation of minutes of the first IQAC Meeting		It was resolved that minutes of the Second IQAC meeting are confirmed.			
3	Changes in IQAC Composition				Prof. Arjun Hari (Professor in Electronics and Communication Department) is appointed as member on IQAC.	
4	Discussion of Revised NAAC Manual bed on Quality Indicator Framework (adopted from July 2017)	Prof. Rojin Mathew has given Presentation on revised NAAC Manual which consists of new assessment	It is decided in meeting to form an institute level committee comprising a Chairman and two faculties as member. This committee will be the point of contact for all queries related to NAAC process.			



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		grading system, revised fess structure, and Criterion Wise Quality Indicator Framework (QIF). Chairman Dr. Pradeep. C and Dr. Joby P.P suggested constructive inputs about some key indicator points.	necessary guidelines to all departments and sections of institute to prepare files of supporting documents. It was suggested by Chairman to circulate revised NAAC Manual among all department and section of institute. He also instructed to study this revised NACC Manual and Devise new process essential to fulfil the NAAC requirement.			
5	Introduction of COPO attainment process	It is resolved in meeting to introduce CO-PO attainment process for theory subjects of all classes.			Chairman has given responsibility to Prof. Bobeena to identify the tools and design the formats for CO-PO attainment process for theory subjects.	15 th April 2018
6	Suggestions from other members	To start NPTEL (National Program on Technology Enhanced Learning) institute local chapter				



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7	Any other item with the permission of Chairman	As institute is planning to apply for NAAC with respect to this chairman suggested to initiate process of ERP Software Purchase. It is decided in meeting that Systems section will collect the quotations from different vendors and arrange software demos accordingly.				
8	Meeting Concluded with thank you note.					

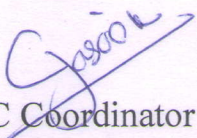


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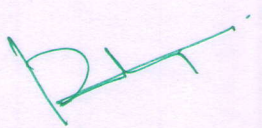
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ACTIONS TAKEN REPORT

	Improvement of the effectiveness of the quality management and its processes	<ul style="list-style-type: none">• CO-PO attainment has been made mandatory for all subjects and lab files.• NAAC criteria charges has been given to all staff members.
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IQAC Coordinator




Principal

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