

Mar Baselios College of Engineering & Technology

Mar Ivanios Vidyanagar, Nalanchira, Trivandrum-15

IQAC Minutes of the meeting

Date : 13/06/2017

Venue : Conference Hall

Time : 10.15am – 11.00am

Members :Chairperson–

Dr. T. M. George, Principal

Management Representative –

Fr. Wilson Thattarathundil, Bursar

Administrative officers –

Prof. S. Viswanatha Rao, Vice Principal

Prof. M. K. Giridharan, Dean (Acad.)

Prof. K. M. Raju, Dean (Admin.)

Prof. Paul Thomas, Dean (PG)

Dr. Neethu Roy, Asst. Dean (R&D)

IQAC Coordinator –

Prof. (Dr.) George Zachariah

Faculty –

Dr. M. J. Jayashree (HoD, ECE)

Ms. Tessy Mathew (HoD, CSE)

Dr. M. Satyakumar (HoD, CE)

Dr. Muraleedharan Nair (HoD, ME)

Prof. A. S. Shajilal (HoD, EEE)

Prof. Joseph Cherian (HoD, S&H)

Mr. Deepak Raj (ADPE)

Mr. Shibu V. S. (Asst. Prof., Dept. of CS)

Ms. Ann George (Asst. Prof., Dept. of CE)

Mr. Aravind P. (Asst. Prof., Dept. of ME)

Ms. Deepa P. L. (Asst. Prof., Dept. of ECE)

Ms. P. Sandhya (Asst. Prof., Dept. of EEE)

Ms. Sabitha S. Nair (Asst. Prof., Dept. of S&H)

Administrative staff representative –
Mr. V. K. Kuriakose, Office Superintendent

#	Agenda	Discussion/Decision	Responsibility
1.	IQAC Action Plan and AQAR	<ul style="list-style-type: none"> • IQAC discussed the preparation of AQAR for the academic year, July 2016 to June 2017. The final draft of AQAR should be completed by July 2017 after consolidating the data from all the departments. It will be published on the website after it is finalized. • All annexure should be ready by 23rd June 2017. All departments should keep a copy of all the proof submitted for making the annexure. • IQAC action plan. Principal stated that the following actions were taken. <ul style="list-style-type: none"> ○ Career Guidance: Conducted various talks related to upcoming areas of Engineering. ○ Student and Faculty Exchange and Collaborative Research Programme: need some more time. ○ Improving faculty qualification: Reduced work load for faculty members doing PhD. ○ Strengthening Alumni: It is intended to start Alumni Chapters in Bangalore and Cochin. • Introduced the performance based career advancement according to the AICTE norms. • A specific format is circulated in all departments for preparing the Action Plan of the year 2017-2018. The Action Plan of the Institution should be finalized by June 2017. • A sub-committee should be formed to review the functioning of the action plan. Two reviews are to be done: mid-year and at the year-end. 	<p>NAAC coordinator</p> <p>NAAC coordinator</p>

2.	Strategic plan	<ul style="list-style-type: none">• Strategic Plan is finalized and it is published on the college website.	Dr. T. M. George
3	AoM	Nil	

Copy to: All members, website, File

Prepared by: Deepa P. L.

Vetted by: Dr. T. M. George, Principal.