

# Mar Baselios College of Engineering & Technology

Mar Ivanios Vidyanagar, Nalanchira, Trivandrum-15

## IQAC Minutes of the meeting

Date : 19/11/2016

Venue : Conference Hall

Time : 9.30am – 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)

Nominees from local society, Students and Alumni -

Mr. Ajithkumar G S, 2011-CS

Mr. Jerin Chacko, 2007-EE

Nominees from Employers /Industrialists/stakeholders -

Ms. Geethakumari S., Dy CE, KSEB

Mr. Biju Philip, Sr. Vice President, Envestnet.

Administrative staff representative –

Mr. V. K. Kuriakose, Office Superintendent

Student representative –

Senate Chairperson/General Secretary

#	Agenda	Discussion/Decision	Responsibility
1.	IQAC Action Plan and AQAR	<ul style="list-style-type: none"> <li>• IQAC discussed in detail the approach to be taken for its effective functioning. It was decided to bring all the existing quality enhancement related activities at the Programme-level, Department-level as well as others at Institute-level under the IQAC to have a better synergy.</li> <li>• Discussed the preparation of a five year strategic plan. The committees will be finalized in the next college council meeting.</li> <li>• Various criteria coordinators to work together to start gathering data towards the preparation of AQAR which is to be submitted to NAAC every year.</li> <li>• IQAC team discussed the observations/recommendations made by the NAAC peer team in their report (included below). These points as well as the feedback from NBA to be considered while preparing the Strategic Plan.</li> <li>• The AQAR format to be mailed to all concerned.</li> </ul>	<p>Principal/College Council</p> <p>IQAC coordinator</p> <p>Sub-Committee</p> <p>Prof. S. Viswanatha Rao</p>
2.	Frequency of meeting	<ul style="list-style-type: none"> <li>• Decided that the Committee should meet at least 2 times a year. A tentative schedule was decided as below: <ul style="list-style-type: none"> <li>○ Odd semester: <ul style="list-style-type: none"> <li>✓ During January/February</li> <li>✓ After the consolidation of sessional marks (in the department level)</li> </ul> </li> <li>○ Even semester: <ul style="list-style-type: none"> <li>✓ During June/July</li> </ul> </li> </ul> </li> </ul>	

		✓ After the consolidation of sessional marks (in the department level)	
3	AOM	Nil	

Copy to: All members

Prepared by: Ms. Deepa P. L., Asst. Prof., Dept. of ECE, MBCET.

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