

Mar Baselios College of Engineering & Technology

Mar Ivanios Vidyanagar, Nalanchira, Trivandrum-15

IQAC Minutes of the meeting

Date : 06/10/17

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)

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"> • AQAR for the academic year July 2016 to June 2017 has been uploaded on 29th July 2017 and copies have been given to all the departments. All should follow the same guidelines for preparing the next AQAR. • All departments should keep a copy of all the proof submitted for making the annexure. • Action Taken Report (ATR) should be ready by the middle of May 2018. • IQAC action plan: Principal stated that the following actions were taken. <ul style="list-style-type: none"> ○ Strengthening Alumni: Mega alumni meet is scheduled on 22nd December 2017 for honoring the students of 2007 batch. A committee is formed for organizing the meet. Faculty members are directed to contact all the alumni members. Discussions are going on for starting an alumni chapter in Bangalore. • Revised Self appraisal form has been finalized and approved. It should be strictly followed from the end of this academic year onwards. • Strategic plan (5 year plan) of the institution is uploaded in the website. Final draft of the action plan of this academic year of all the departments should be finalized by 9/10/2017. Action plan should be correctly implemented and should be monitored. A review should be done at the end of this year. Prof. George Zachariah stated that all the activities of the institution should be uploaded on time on the website. Weightage of the Peer Team evaluation has been reduced. SSR submission should be online for Reaccreditation. • Activities of the action plan can be grouped or individually done. 	<p>NAAC coordinator</p> <p>NAAC coordinator</p>

2.	Industry interaction	<ul style="list-style-type: none"> • Faculty should take initiative to interact with industries. • Faculty should visit industries and identify socially relevant projects. • Faculty should take initiative to visit B'Hub and support the activities there. 	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.