Mar Baselios College of Engineering & Technology
Mar Ivanios Vidyanagar, Nalanchira, Trivandrum-15

IQAC
Minutes of the meeting

Date   : 25/03/19
Venue   : Conference Hall
Time   : 9.30am –11.00am
Members   :Chairperson–
    Dr. T. M. George, Principal
   Management Representative –
    Fr. John Vilayil, Bursar
   Administrative officers –
    Prof. S. Viswanatha Rao, Vice Principal
    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)
    Mr. Rajesh T. N. (HoD, ME)
    Prof. A. S. Shajilal (HoD, EEE)
    Prof. Joseph Cherian (HoD, S&H)
    Mr. Deepak Raj (ADPE)
    Mr. Praveen G. L. (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.	Previous meeting minutes	• AQAR for the academic year July 2017 to June 2018 was submitted on July 2018after incorporating suggestions from all the departments. • Actions taken as per the action plan: • Project proposals from R&D institutions: ○ ISRO project initiated. ○ CeDS – granted 2 proposals initiated by the department of CSE. ○ NISH – Project submitted. Institution signed an MOU with NISH. • Decided to conduct seminar related to quality improvement in higher education. As an initial step, expert talks have been arranged at the department level. • Industry Interaction: ○ MOU signed with CII (Confederation of Indian Industry) ○ LNCP - project initiated ○ HLL - project initiated	NAAC coordinator The Principal
2.	AQAR and Action Plan	• AQAR for the academic year July 2018 to June 2019 will be submitted by July 2019. • Draft should be finalized by 29/03/2019.	NAAC coordinator
3.	Green audit cell	• Decided to form a Green Audit Cell, comprising of representatives from all the departments, in the institutional level. • Responsibilities of the cell suggested by the Principal: ○ Conduct of environment audit. ○ Monitoring of water preservation and conservation. ○ Replanting and Reusage ○ Power usage optimization.	The Principal

		o Energy audit	
4.	Student satisfaction survey and Environment Audit	• Student satisfaction survey questionnaire is available. It is too generic, can be specific after the first trial. • Suggested that the student satisfaction survey can be conducted along with the exit survey. • Questionnaire should be ready by the end of March • Relevant action should be taken after the environment audit.	The Principal
5.	Academic and Administrative Audits	• Academic Audit: Several committees are there like DQAC, Programme assessment committee, Accreditation committee, KTU audit committee, etc. All can be streamlined for making it more effective. • Administrative Audit should be conducted along with the academic audit. • Committee should be formed. • Prepare questionnaire and should be finalized and conducted by July 2019.	The Principal
6.	Analysis of Stakeholders' Feedback	• Includes 5 surveys: Student's Survey, Parent's Survey, Teachers Survey, Alumni Survey and Employer Survey. • Draft questionnaire of the Student's Survey, Parent's Survey, Teacher's Survey and Employer's Survey are ready. These should be finalized. • Alumni survey questionnaire should be in correlation with Programme Outcomes (POs) and Programme Specific Outcomes (PSOs). Draft is ready, need correction. • All the questionnaires should be finalized by end of March. • Student feedback and Student satisfaction survey can be linked together.	The Principal
3	AoM	Nil	

Copy to: All members, website, File

Prepared by:Ms. Deepa P. L.

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