

Mar Baselios College of Engineering & Technology

Mar Ivanios Vidyanagar, Nalanchira, Trivandrum-15

IQAC Minutes of the meeting

Date : 28/06/2019

Venue : Conference Hall

Time : 2.30pm–3.20pm

Members :Chairperson–

Dr. T. M. George, Principal

Management Representative –

Fr. John Vilayil, Bursar

Administrative officers –

Prof. S. Viswanatha Rao, Vice Principal

Prof. (Dr.) Paul Thomas, Dean (PG)

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

IQAC Coordinator –

Prof. (Dr.) George Zachariah

Faculty –

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

Dr. Tessy Mathew (HoD, CSE)

Dr. M. Satyakumar (HoD, CE)

Dr. 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	<ul style="list-style-type: none"> The final draft of AQAR for the academic year July 2018 to June 2019 is ready. This is the third report after the accreditation. NAAC is ready to provide resource persons for the conduct of national seminars on quality improvement. It should be conducted from next year onwards. 	NAAC coordinator Principal
2.	AQAR and Action Plan	<ul style="list-style-type: none"> AQAR for the academic year July 2018 to June 2019 is ready. It has been approved by IQAC. Online submission will be completed by the end of July 2019. Action plan of 2019-2020 is ready. It contains 8 initiatives. Review of action plan of 2018-2019 should be done. 	NAAC coordinator
3.	Academic and Administrative Audits	<ul style="list-style-type: none"> Academic Audit and administrative audit are to be conducted from the next academic year onwards. Prof. S. Viswanatha Rao, Vice-principal, MBCET, suggested that the audit should be made external. 	Principal
4.	AoM	<ul style="list-style-type: none"> The NAAC coordinator, Prof. (Dr.) George Zachariah thanked all the teachers involved in the preparation of the AQAR. 	

Meeting ended at 3.20pm

Copy to: All members, website, File

Prepared by: Ms. Deepa P. L.

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