



**MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY(MBCET)
THIRUVANANTHAPURAM-695015**

MINUTES OF MEETING OF THE FIRST MEETING OF THE ACADEMIC COUNCIL
(AUTONOMOUS) HELD IN SENATUS HALL ON 30.10.2020 (FRIDAY) AT 10:00AM

Members present:

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| 1. Dr. Abraham T Mathew | Chairman |
| 2. Rev. Dr. Gigi Thomas | Member |
| 3. Dr. Ayyappan M (attended Online) | Member |
| 4. Dr. Ashok S (attended Online) | Member |
| 5. Dr. Kurien Issac (attended Online) | Member |
| 6. Dr. Jayasree S | Member |
| 7. Dr. Tessy Mathew | Member |
| 8. Dr. Jayashree M J | Member |
| 9. Dr. Nisha G K | Member |
| 10. Dr. Rajesh T N | Member |
| 11. Prof. Joseph Cheriyan | Member |
| 12. Dr. K Muraleedharan Nair | Member |
| 13. Dr. Jisha John | Member |
| 14. Ms. Swapna P S | Member |
| 15. Mr. Akhil Raj S R (attended Online) | Member |
| 16. Ms. Christi Francis | Invitee |
| 17. Mr. Binu K John | Invitee |
| 18. Ms. Jomole Joseph P | Member Secretary |
| 19. Nominee of KTU (1) | } Nomination
awaited |
| 20. Nominee of KTU (2) | |
| 21. Nominee of KTU (3) | |

Members on leave: NIL

Minutes

Subject AC1.01	Chairman's Welcome Note & Introduction of Members
Gist	<p>Academic Council was apprised that College had submitted requests for nomination to the APJ Abdul Kalam Technological University to the Academic Council under the UGC Regulations pursuant to the conferment of the Autonomy status to the College and the nominations were awaited and also that 18 out of the 21 members were present for the meeting.</p> <p>Then, the Chairman of the Academic Council called the meeting to order and began the proceedings with invocation. Rev. Fr John Vilayil, Bursar offered prayers.</p> <p>Members listened to the special address by the Patron and Manager of the College, His Beatitude Moran Mor Baselios Cleemis Cardinal Catholicos, online, to greet the Members of the Academic Council and convey the message about the vision of the College in regard to the education and excellence.</p> <p>Academic Council thanked the Patron for the kind address and promised to work by keeping the vision in perspective.</p>



	<p>In the welcome note, Chairman mentioned that the guiding principle of the College shall be “Quality for Nation building” and solicited cooperation and guidance of all members of the Academic Council for instilling quality and the values in the academic system and the practices, with the moto <i>Duc in Altum</i>, so as to imbibe the spirit of motivation conveyed by the Patron.</p> <p>The Chairman also welcomed Prof. Viswanatha Rao, Vice Principal and Dr. Neethu Roy, Asst Dean (R&D) - Members of the Governing Body who were present for the meeting through online meet.</p>
Subject AC1.02	Consideration of (1) the Orders from the University Grants Commission on conferment of the Autonomous status to the College, (2) orders by the Government of Kerala (3) the Notification by the University(KTU), (4) the UGC Regulations-2018 and (5) the Notification by the Malankara Catholic Educational Society(MCES), Trivandrum on the constitution of the statutory bodies of the College and to take these Orders on record for further action.
Decision	<p>Academic Council resolved to take the following documents on record, and to proceed accordingly:</p> <p>(1) UGC Letter No. F.22-1/2017(AC) dated 15.07.2020 (2) Letter No. J2/120/2019/HEDN dated 24.07.2020, (3) Notification No. KTU/SO(ADMIN) 2904/2019 dated 18.09.2020, (4) UGC Regulations on Autonomous Colleges dated 12.02.2018 (5) MCES Notification No. MAT/ Ed.IV/PC/MBC05/389/2020 dated 05.10.2020</p>
Subject AC1.03	Consideration of the decision of the Governing Body, on the constitution of the Board of Studies, vide Section 13 Clause 13.5 of the UGC Regulations-2018 as applicable for the Autonomous Colleges, for adoption and further action.
Decision	<p>Academic Council resolved to adopt the constitution of the Board of Studies as follows and directed the College to proceed for further actions:</p> <p>a) BoS shall be formed as per the UGC Regulations-2018, Section 13, Clause 13.5, for the following six Departments</p> <ol style="list-style-type: none">i. Department of Civil Engineeringii. Department of Computer Science and Engineeringiii. Department of Electrical and Electronics Engineeringiv. Department of Electronics and Communication Engineeringv. Department of Mechanical Engineeringvi. Department of Science and Humanities <p>b) The conduct of meetings shall be as per the UGC Regulations for Autonomous Colleges. Subject Experts are to be selected depending on the agenda items and the courses which would be considered.</p> <p>c) Regarding the members of BoS, wherever the authority for nominating/appointing is not explicitly mentioned in the Regulations, the Chairman BoS will take the appropriate decision with the concurrence of the Principal, who is Chairman of the Academic Council.</p> <p>d) BoS may co-opt one of its members as Member Secretary for operational convenience and for helping the Chairman of the BoS in the documentation of the proceedings.</p>
Subject AC1.04	Consideration of the nominations of two subject experts each, from outside the Parent University to the Boards of Studies, by the Academic Council, as per the UGC Regulations-2018, Section 13 Clause 13.5(3)
Decision	<p>(A) Academic Council approved the following nominations to the Board of Studies of the six Departments:</p> <p>a) Department of Civil Engineering:</p>



- i Dr. J Murali Krishnan, Professor, IIT Madras
- ii Dr. K V Jayakumar, Professor, NIT Warangal
- b) Department of Computer Science and Engineering:
 - i Dr. B S Manoj, Professor, IIST Thiruvananthapuram
 - ii Dr. S D Madhu Kumar, Professor & Dean (SW), NIT Calicut
- c) Department of Electrical and Electronics Engineering:
 - i Dr. K K Sasi, Adjunct Professor, Tezpur University, Assam
 - ii Dr. Paul K Joseph, Professor(HAG), NIT Calicut
- d) Department of Electronics and Communication Engineering:
 - i Dr. Deepthi P.P., Professor, NIT Calicut
 - ii Dr. S Raghavan, Visiting Professor, NIT Tiruchirappalli
- e) Department of Mechanical Engineering:
 - i Dr. T Jayachandran, Visiting Professor, IIT Madras
 - ii Dr. P K Rajendra Kumar, Professor, NIT Calicut
- f) Department of Science and Humanities:
 - i Dr. Raju K George, Outstanding Professor (Mathematics), IIST Thiruvananthapuram
 - ii Dr. P J Jacob, Associate Professor (English), Mar Ivanios College (Autonomous), Thiruvananthapuram

Academic Council has permitted to include Dr. John Jose, Assistant Professor, IIT Guwahati as a member in the BoS of the CSE Department based on the request from the Head of the Department for the same.

(B) Academic Council has approved following panels of Subject Experts for the Boards of Studies, in respect of the M.Tech Programmes of the Departments:

- a) Department of Civil Engineering
 - i. Dr. N Ganesan, Professor (HAG), NIT Calicut
 - ii. Dr. P Jayabalan, Professor, NIT Tiruchirappalli
- b) Department of Computer Science and Engineering
 - i. Dr. Deepak Garg, HOD & Professor, Bennett University
 - ii. Dr. Sandeep Chandran, Assistant Professor, IIT Palakkad
- c) Department of Electrical and Electronics Engineering
 - i. Dr. Isha T B, Professor, NIST, Arunachal Pradesh
 - ii. Dr. Vijayakumari A, Associate Professor, Amrita School of Engineering, Coimbatore
- d) Department of Electronics and Communication Engineering
 - i. Dr. P Muthuchidambaramathan, Professor, NIT Tiruchirappalli
 - ii. Dr. M Meenakshi, Professor, College of Engineering, Guindy, Anna University, Chennai
- e) Department of Mechanical Engineering
 - i. Dr. Praveen Krishna, Associate Professor, IIST Thiruvananthapuram
 - ii. Dr Sujatha C, Professor, IIT Madras

Academic Council has permitted to include Dr S.M Sameer Professor, NIT Calicut as a member in the BoS of the ECE Department based on the request from the Head of the Department for the same, considering the area of specialization of Prof. Sameer S.M.

(C) Academic Council instructed that

- a) BoS of the Department of Science and Humanities shall co-opt experts from the related disciplines of Physics, Chemistry, Economics, etc. to have broader representation of the subject areas in the Board of Studies of the Department.
- b) BoS of the Engineering Departments may co-opt additional Experts, preferably senior members in the faculty, from IITs, IISc, NITs and other leading Institutes, while considering the Curriculum and Syllabus to get a wider consultation in the decision making.



	<p>c) The Principal, as Chairman of the Academic Council was authorized to identify experts, in consultation with the respective Heads of the Departments and co-opt them, to the BoS, in such situations.</p>
Subject AC1.05	Consideration of the Vision and Mission Statements of the Departments of the College in the autonomous system for approval
Decision	<p>(A) Academic Council was apprised that the Departments had presented the same Vision and Mission Statements as the Governing Body had decided to retain the Vision and Mission Statements, until thorough revisions of the curricula were undertaken.</p> <p>(B) Academic Council examined the proposals and resolved to accept them for the current year so as to propose the curriculum and syllabi for the programmes by the Departments that were being planned for the 2020-2021 Academic year, with following observations:</p> <ol style="list-style-type: none">All Departments would re-examine the Vision and Mission Statements, in the light of the curriculum and syllabi under autonomy, and would analyse attainment of Vision of Departments would lead to the attainment of the Vision and Mission of the College.College may use the key words that indicate the promotion of technology when the revision of the Vision and Mission statements of the College will be undertaken. All the Departments shall recast the Vision and the Mission accordingly.
Subject AC1.06	Considering the Programmes being offered by the College and the Curriculum Framework to be followed under Autonomy, and issue directions on the further actions needed for the College.
Decision	<p>(A) Academic Council was apprised about the decision of the Governing Body to align the curriculum with that of the affiliating University to begin with the in the Academic year 2020-2021.</p> <p>(B) Academic Council approved the continuation of the five B.Tech programmes and the five M.Tech programmes of the College, by adopting the curriculum pattern of the affiliating University and instructed to take up further actions as required, for the Academic year 2020-2021.</p> <p>(C) Academic Council made the following observations:</p> <ol style="list-style-type: none">When syllabus revision is done in future, it should be uniformly implemented for all Departments and all programmes so as have a common scheme.Innovations shall be brought into the curriculum and contents to deliver the best education to the students by utilizing the empowerment given to the College through the autonomy.Incorporate flexibility in the curriculum as much as possible.Instructional design and content delivery be made innovative and effective to enable students reach higher levels of performance under the autonomous system.Innovative changes shall be incorporated in the future for the best use of the faculty expertise in offering the Core Courses, Electives, Courses for Minors and Honours, Postgraduate level courses, etc. so that the students will have the wider options to earn the credits and specialize in the areas of their interest and also secure very good placement.
Subject AC1.07	Consideration of the norms for generating the Code for the Courses for use in the Curriculum and Syllabus to obtain a unique course code pattern for the College under Autonomy.



Decisions	<p>Academic Council was apprised that as per the UGC Regulations -2018 Section 3, Clause 3.4, College had to issue Mark Sheets/ Grade Cards to the students for the examinations that would be conducted. Hence, a unique code assigned to the Course would be beneficial for automating the process of organizing the grades of the student, allotting workload to teachers, and so on.</p> <p>Academic Council examined the proposed course code and resolved to approve the same. The code shall be as follows:</p> <p>Department's Code CE- Department of Civil Engineering CS- Department of Computer Science and Engineering EE-Department of Electrical and Electronics Engineering EC- Department of Electronics and Communication Engineering SH- Department of Science and Humanities PE- Department of Physical Education CL- Central Library</p> <p>Course Code Each Course in the curriculum shall have a unique code represented as a string of alphanumeric characters. Each string will have seven alphanumeric characters, which will communicate the code of the Department, stream to which the course belongs to, Course category {Basic degree/UG with minor/BTech (Honours)}, the level of the course, nature (department core/common for multiple branches/ electives/project...) etc. For making the code more effective for implementing in the Management Information System/Learning Management System, the pattern shall be formulated with the following prescriptions:</p> <p>COURSE CODE PATTERN</p> <p>(A) <u>Course Code for the BTech Programme</u></p> <p>Suggested form for Course Code: XYZPQR</p> <p>Table 1. Explanations on the generation of the Course Code for Undergraduate Courses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sl. No.</th> <th style="width: 15%;">Character in the Code String</th> <th style="width: 40%;">Purpose</th> <th style="width: 40%;">Remarks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td style="text-align: center;">XX</td> <td style="text-align: center;">Department/Stream/Category Code</td> <td>(Code for the Department/Discipline offering/coordinating the Course) CE/CS/EE/EC/ME (Code for the Discipline of Engineering) MA: Mathematics PH: Physics CY: Chemistry ES: Engineering Sciences HS: Humanities and Social Sciences NC: Non-Credit</td> </tr> <tr> <td style="text-align: center;">2.</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Character standing for the Code for course in the chronological order of</td> <td style="text-align: center;">For example, the character will be 1(one) for the course</td> </tr> </tbody> </table>			Sl. No.	Character in the Code String	Purpose	Remarks	1.	XX	Department/Stream/Category Code	(Code for the Department/Discipline offering/coordinating the Course) CE/CS/EE/EC/ME (Code for the Discipline of Engineering) MA: Mathematics PH: Physics CY: Chemistry ES: Engineering Sciences HS: Humanities and Social Sciences NC: Non-Credit	2.	Y	Character standing for the Code for course in the chronological order of	For example, the character will be 1(one) for the course
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		starting of the Programme in the Department	of Department's own running programme 0: for the Courses for multiple streams, other branches etc (if Department starts a second BTech Programme, then this character will be 2)
3.	Z	Alphabet indicating the Course Category such as Course of the Basic B.Tech Degree, Course for the BTech with Minor or Course for the BTech (Honours)	Uppercase U: Course in the BTech Programme Uppercase M: Course in BTech with Minor Uppercase H: Course in BTech (Honours)
4.	P	Year/Level	1: First level/First year 2: Second level/Second year 3: Third level/Third year 4: Fourth level/Fourth year (Level 5 is reserved for a 5-year UG programme in the future)
5.	Q	Types of Course	0: Core/Non-elective Courses 1 to 7: Elective 8: Laboratory Practical Course 9: Project, Mini Project and Seminar
6.	R	Alphabet indicating the Course label/number	Uppercase Alphabets A, B, C, D, etc. shall be used to obtain the unique code for the Course in a particular level/year.

Table 2 Example for Code for UG Courses:

Sample Code	Remarks
CS1U20A	Programme core of CS Department namely "Data Structures" in the Third Semester of the BTech CSE Programme
CS0M20A	Course, namely "Object Oriented Programming" in the Minor Basket of CS Department of specialization, "Software Engineering" in the Third Semester. Minor can be opted by students of other disciplines
CS1H20A	Course in the Honours Basket of CS Department namely "Number Theory" in the Third Semester of the BTech CSE with Honours Programme

(B) Course Code for the MTech Programme

Suggested form for Course Code: **XXYZPQR**

Table 3 Explanations on the generation of the Course Code for Postgraduate Courses



Sl. No.	Character in the Code String	Purpose	Remarks
1.	XX	Department or Category	(Code for the Department/Discipline offering/coordinating the Course) CE/CS/EE/EC/ME-Engineering MA: Mathematics MC: Mandatory Credit Course
2.	Y	Character standing for the Code for course in the chronological order of starting of the Programme in the Department	For example, the character will be 1(one) for the course of Department's own running programme 0: for the Courses for multiple streams, other branches etc (if Department starts a second MTech Programme, then this character will be 2)
3.	Z	Alphabet indicating the Course Category	Uppercase P: Indicating that the Course is a PG level Course (designed for MTech and Ph D Programmes)
4.	P	Year/Level	6: PG Level First year 7: PG Level Second year
5.	Q	Types of Course	0: Core/Non-elective Courses 1 to 7: Elective 8: Laboratory Practical Course 9: Project, Mini Project and Seminar
6.	R	Alphabet indicating the Course label/number	Uppercase Alphabets A, B, C, D, etc. shall be used to obtain the unique code for the Course in a particular year/level.

Table 4 Example for Code for PG Courses:

Sample Code	Remarks
CS1P60A	Programme core of CS Department namely "Topics in Database Technology" in the First Semester of the MTech CSE Programme
MC0P60A	Mandatory Credit course namely "Research Methodology" in the First Semester of the MTech CSE Programme, but common for more than one Department.

Subject AC1.08	Consideration of the format for the preparation of the Timetable for instructional delivery(theory/seminar/laboratory/project) in the College under Autonomy.
Decision	Academic Council was apprised that College was following the timetable with 5-day week where the class hours was from 9:40AM to 4:30PM (Monday to Friday). Due to the new instructions from the Government and also due to the lock down due to Covid -19 pandemic, the timing was changed with the duration from



	<p>8:30AM to 1:30PM. There is a special timetable for Friday with the timing from 8:00AM to 1:00PM.</p> <p>Academic Council resolved to permit College to follow either format according to the instructions from Government.</p> <p>Academic Council made following observations: Timetable may be designed to provide 2 hours exclusively for co/extra-curricular activities, preferably on Wednesday and to implement it when the normal working conditions exist and the pandemic conditions vanish.</p>
Subject AC1.09	Consideration of the Academic Calendar for the First Semester of the Batch being admitted under Autonomy and the directions there on
Decisions	<p>Academic Council approved following general guidelines for the Academic Calendar:</p> <ul style="list-style-type: none">a) Number of Instructional Days, including midterm assessments: 75b) Preparatory Leave before End Semester Examination: Maximum 10(Ten) Calendar days.c) Gap between Theory Examinations: One day or calendar holidays <p>Academic Council had made following observations:</p> <ul style="list-style-type: none">i. College shall be preparing the Academic Calendar in such a way that students get a vacation break in summer so that they would get time for internship,ii. Faculty may use the vacation period for preparations and research/consultancy/networking visits/continuing education, etc..iii. College shall optimize the available time to ensure a balance between academics and research for students and faculty.iv. Students shall be encouraged for attending Summer Courses, Internships in industries, etc. or undertake innovative projects during vacation.
Subject AC1.10	Reporting items (1) Reporting on the constitution of IQAC (2) Reporting on the constitution of Examination Cell (3) Reporting on the appointment of Director of Corporate Relations for the College
Decisions	<p>Following items were reported.</p> <ul style="list-style-type: none">(1) In the Governing Body meeting dated on 12.10.2020, appointed Dr. Jayashree M J as the IQAC Coordinator and Dr. George Zachariah as the Senior Advisor of the IQAC Cell. The IQAC will be an integrated Data Handling Unit that supports all the Accreditation activities of NAAC, NBA, KTU etc and provide assistance in the internal quality control and quality assurance.(2) College constituted the Exam Cell as per the UGC Regulations 2018 and identified Controller of Examinations.(3) The College has created a new Portfolio of Corporate Relations and appointed Dr. T M George (former Principal) as the first Director of Corporate Relations.(4) The newly formed portfolio would be enhancing and promoting students' and Faculty innovative research works. It should also be benefiting the placements and trainings opportunities for the students.(5) The council suggested to establish connections with industries that provide long term and short term internships with stipend, which could later develop into placement opportunities for the students through Internships. <p>Academic Council noted the items and resolved to direct the College to follow up above reported matters for implementation and submit the action-taken report in the following meetings.</p>



Subject AC1.11	Matters to be taken up with the permission of the Chair
Decisions	<ol style="list-style-type: none">1) Chairman proposed to constitute a subcommittee of the Academic Council for vetting of the draft of the Curriculum, Regulations, etc. The HoDs and Internal members of the College in the Academic Council will be part of the committee. The council agreed to the suggestion. Principal was permitted to also appoint a few external academicians from nearby institutions to take expert advice while formulating the draft.2) Rev.Dr. Gigi Thomas advised the College to take extra care while setting the Academic Calendar incorporating the necessary holidays and working hours, but not compromising to all of the students' requests, as such issues can arise when college starts functioning under Autonomy.3) Dr. Kurien Issac suggested during discussion of Curriculum & Syllabi for UG & PG Programs, it would be better if the Department could co-opt experts from a broader spectrum of the specializations in the respective disciplines.4) Dr. Ashok S advised to set aside few hours in the timetable for students to explore and participate in co/extra-curricular activities, so as to nurture the creativity and innovative spirit in students.5) Dr. Ayyappan suggested in enhancing the Industry – Institute interaction, as this would be very much in line with the new National Education Policy. For this College would promote more extracurricular and co-curricular activities, entrepreneurship and Startup initiatives, innovative research projects in Health Industry, etc., and this would mould the students to become better citizens.6) Dr. Ayyapan also added that the college should focus more on Innovation, Research, Consultancy and Placement activities so as to bring up the Institution in par with other Centres of Excellence. <p>Chairman, in his capacity as Principal, announced that College would take all the suggestions in the true spirit and strive hard to make all stakeholders satisfied by ensuring quality in teaching, research, student welfare, administration and the networking with the stakeholders.</p>

Member Secretary proposed the Vote of Thanks.
Meeting adjourned at 12.20 pm with thanks to the Chair.

Member Secretary

Minutes approved on 30.12.2020

CHAIRMAN

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