



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

MINUTES OF MEETING OF THE SECOND MEETING OF THE ACADEMIC COUNCIL
(AUTONOMOUS) HELD IN SENATUS HALL ON 30.12.2020 (WEDNESDAY) AT 10:00AM

Members present:

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 K (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 (attended Online)	Member
12. Dr. K Muraleedharan Nair	Member
13. Dr. Jisha John	Member
14. Ms. Swapna P S	Member
15. Mr. Akhil Raj S R	Member
16. Ms. Christi Francis	Invitee
17. Mr. Binu K John	Invitee
18. Mr. Pradeep M	Invitee
19. Ms. Jomole Joseph P	Member Secretary
20. Nominee of KTU (1)	} Nomination awaited
21. Nominee of KTU (2)	
22. Nominee of KTU (3)	

Members on leave: NIL

Minutes

Subject AC2.01	Chairman's Welcome Note & Introduction of Members
Gist	Chairman of the Academic Council called the meeting to order by 10:10 am and began the proceedings with invocation. Rev. Fr John Vilayil, Bursar offered prayers. Academic Council was apprised that even though College had submitted requests for nomination to the APJ Abdul Kalam Technological University to the Academic Council under the UGC Regulations pursuant to



	<p>the conferment of the Autonomy status to the College, the nominations were awaited.</p> <p>In the welcome note, Chairman presented a brief overview of the academic affairs and the accolades won by staff and students. Council appreciated the efforts taken by the College in maintaining a commendable academic ecosystem.</p>
Subject AC2.02	Consideration of Action Taken Report on the Minutes of the First Meeting of the Academic Council held on 30.10.2020
Decision	Academic Council was apprised that actions were initiated on all the pertinent decisions in the Minutes of the First meeting held on 30.10.2020. Secretary presented the Action Taken Report. Council reviewed the report and expressed satisfaction on the progress of the actions initiated.
Subject AC2.03	Consideration of the admission status in the current year (2020-2021) and general Academic Affairs of the College.
Decision	A summary report on the status of admission of the 2020 batch of B.Tech and M.Tech Programmes was presented. External Members of the Academic Council have suggested that initiatives are needed to encourage more Industry Institute interaction for PG students through their internships and project work, thereby opening more job opportunities for them, which would lead to more demand for the PG Programmes.
Subject AC2.04	Consideration of the policy guidelines on the attendance, progress and evaluation for the B.Tech Programmes vide KTU Scheme 2019 and adopting the same for the 2020 batch under autonomy
Decision	Academic Council reviewed the suggested contents of the policy guidelines and permitted to adopt the norms in the KTU Regulations and curriculum in respect of attendance. Council observed that this provision could be reviewed for the future revisions.
Subject AC2.05	Consideration of the recommendations of the Boards of Studies on the B.Tech Curriculum and the adopting of the Syllabus for Semesters 1 and 2 of the five B.Tech programmes.
Decision	Academic Council ratified the decision to begin the classes of the 2020 B.Tech batch. Council was apprised that the curriculum adopted was broadly in alignment with that of KTU, pursuant to the decisions taken in the First meeting. Council reviewed the Syllabus for Semesters 1 and 2 of the five B.Tech programmes and examined the recommendations of the Boards of Studies. It was resolved to accept the Syllabus of the Semesters S1 and S2 of the five B.Tech Programmes without any further modifications.
Subject AC2.06	Considering the general policy guidelines on the attendance, progress and evaluation for the M.Tech Programmes vide KTU Scheme pertaining in 2019 and adopting the same for the 2020 batch under autonomy
Decision	Academic Council was apprised that the approaches in the matters of attendance, progress and evaluation for the five M.Tech Programmes were broadly in alignment with that of the affiliating University(KTU). The Council has resolved to accept the proposed policy guidelines. Council observed that the matter could be reviewed for the future revisions.



Subject AC2.07	Consideration of the recommendations of the Boards of Studies on the M.Tech Curriculum and the adopting of the Syllabus for M.Tech Semesters 1 and 2 of the five programmes
Decisions	Academic Council ratified the decision to begin the classes of the 2020 M.Tech batch. Council was apprised that the curriculum adopted was broadly in alignment with that of KTU, pursuant to the decisions taken in the First meeting. Council reviewed the Syllabus for Semesters 1 and 2 of the five M.Tech programmes and examined the recommendations of the Boards of Studies. It was resolved to accept the Syllabus of the Semesters M1 and M2 of the five M.Tech Programmes without any further modifications..
Subject AC2.08	Consideration of the policy guidelines on the conduct of the End Semester Examination, Question paper setting, paper valuation, publication of results, Re-examination/supplementary examination for B.Tech programmes under the autonomy scheme 2020.
Decision	<p>Academic Council has examined the contents of the proposed policy guidelines and approved it with the directions that following points should be kept in perspective while preparing the Examination Manual.</p> <ol style="list-style-type: none"> 1. Clear guidelines could be set for preparing/setting the Question papers such that, there would be a proper mix of questions with various levels of complexity to assess the learning levels of the students so as to ascertain that the learning objectives envisaged in the curriculum are achieved. For this the questions from external experts could also be collected. 2. It would be beneficial to develop a Question Bank well in advance, as it might not be always easy to get question papers from external examiners. 3. Strict rules and regulations and the modalities for disciplinary action should be prescribed and also adhered to in respect of the malpractices/ use of unfair means during Examinations in order to protect the interest of the College and the society at large. 4. Proper counselling should be provided to deal with students who might be resorting to the use of unfair means or caught for any malpractice during the examinations, 5. Remedial classes could be arranged at appropriate times to help students in their preparation for the examinations.
Subject AC2.09	Considering the policy guidelines on the conduct of the End Semester Examination, Question paper setting, paper valuation, publication of results, Re-examination/ supplementary examination for M.Tech programmes under the autonomy scheme 2020.
Decisions	<p>Academic Council has examined the contents of the proposed policy guidelines and approved it with the directions that following points should be kept in perspective while preparing the Examination Manual.</p> <ol style="list-style-type: none"> 1. Clear guidelines could be set for preparing/ setting the Question papers such that, there would be a proper mix of questions with various levels of complexity to assess the learning levels of the students so as to ascertain that the learning objectives envisaged in the curriculum are achieved. For this the questions from external experts could also be collected. 2. Higher levels of learning attainments need to ensured for PG Programmes compared to the UG. 3. Strict rules and regulations and the modalities for disciplinary action should be prescribed and also adhered to in respect of the malpractices/ use of unfair means during Examinations in order to protect the interest of the College and the society at large.



	4. Proper counselling should be provided to deal with students who might be resorting to the use of unfair means or caught for any malpractice during the examinations,
Subject AC2.10	Considering the Academic Calendar for the 2020 Admission B.Tech batches for the First Semester admitted under Autonomy and ratification of the decisions.
Decisions	Academic Council was apprised that the Academic Calendar for the Semester S1 was prepared to utilize the days since the beginning of the classes on 30.11.2020 fully to ensure the availability of the number of instructional days in the current Semester as prescribed in the general guidelines. Also, it was informed that consultations were made, during the preparation of the Calendar, in the College Council in respect of the duration of the Semester, the scheduling of mid-term tests and the end semester examinations, etc. with a view to mitigate the issues of late starting of the Semester due to the Covid -19 pandemic. Council has ratified the Academic Calendar for the UG.
Subject AC2.11	Considering the Academic Calendar for the 2020 Admission M.Tech batches for the First Semester admitted under Autonomy and ratification of the decisions.
Decisions	Academic Council was apprised that the Academic Calendar for the Semester M1 was prepared to utilize the days since the beginning of the classes on 17.11.2020 fully to ensure the availability of the number of instructional days in the current Semester as prescribed in the general guidelines. Also, it was informed that consultations were made, during the preparation of the Calendar, in the College Council in respect of the duration of the Semester, the scheduling of mid-term tests and the end semester examinations, etc. with a view to mitigate the issues of late starting of the Semester due to the Covid -19 pandemic. Council has ratified the Academic Calendar for the PG.
Subject AC2.12	Constituting/ Reconstituting the Internal Quality Assurance Cell (IQAC) of the College as per the latest UGC Guidelines.
Decisions	Academic Council reviewed the proposal for constituting the IQAC and the subcommittees. It was apprised that for each activity like NBA, NAAC etc, there would be subcommittees having representation from all the Departments, under each member of the committee so as to have broad-based involvement. Council had suggested that there could be two more members from the faculty without any assigned responsibilities associated to the activities in the IQAC to better utilize the collective wisdom. Chairman informed that the same would be implemented. Accordingly, Academic Council had approved the constitution of the IQAC Cell and also instructed that the formation should be as per the latest UGC Guidelines.
Subject AC2.13	Co-opting Deans, Controller of Examination and IQAC Coordinator as members to the Academic Council
Decisions	Academic Council approved proposal to co-opt the following members of the faculty into the Academic Council, by virtue of their office(ex-officio), so as to implement the decisions of the Academic Council more effectively <ul style="list-style-type: none"> 1. Dean (Academic-UG) 2. Dean (PGS&R) 3. Dean (Research & Consultancy) 4. Controller of Examinations 5. Coordinator, IQAC



Subject AC2.14	Reporting on constitution of Examination Cell, appointment of Deputy Controllers of Examination
Decisions	Academic Council took note of the Constitution of the Examination Cell and appointment of Controller of Examinations and the Deputy Controllers of Examinations.
Subject AC2.15	Any other Matter
Decisions	<p>Following suggestions had come up during the discussions:</p> <ol style="list-style-type: none">1. Setting apart 1 year project work for PG, enables to improve the maturity and professional quality of the students making them ready for the Industry. Dr. Ashok suggested to check with the University for the provision for M.Tech students to complete their course work in the 1st year itself in order to pursue industrial internships in the second year and some of the students would be able to seek opportunities in industries for their project work. This could be implemented if possible, for the present batch itself.2. Dr. Kurien Issac suggested that since the Institute will be conducting its own examinations from now on, it would be good to keep the responsiveness open in the way of conducting the exams.3. Rev Fr. Gigi Thomas, appraised that the College should take note to bring innovative changes into the educational system, by exercising the power of Autonomy and thus setting an example to all other institutions in the years to come.4. Number of electives were relatively less compared to other universities. It would be beneficial for the students and faculty, to list all the electives together as a single list, instead of compartmentalizing it. This would benefit the student to pursue subjects in a sub domain in depth. The Council suggested to present the matter before KTU for consideration if so required.5. It would be good to include Open Electives for PG curriculum also6. The Third Academic Council meeting will be on 17th February 2021. Prior to that one more round of BoS meeting will be conducted. <p>Chairman assured that the above points would be looked into. Chairman has also informed the Council that the process for the preparation of a new curriculum and syllabus for UG and PG had already started and efforts would be made to formulate the contents for fruitfully tapping the academic freedom under the autonomy.</p>

Member Secretary proposed the Vote of Thanks.

Meeting adjourned at 11.20 am with thanks to the Chair.

Member Secretary

Minutes approved on 17.02.2021

CHAIRMAN

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