



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

MINUTES OF MEETING OF THE THIRD MEETING OF THE ACADEMIC COUNCIL  
(AUTONOMOUS) HELD IN SENATUS HALL ON 17.02.2021 (WEDNESDAY) AT 10:00AM

**Members present:**

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

**Members on leave:** Mr. Binu K John, Ms. Christi Francis

**Three members attended the meeting online(Google Meet)**



## Minutes

<b>Subject AC3.01</b>	<p><b>(a) Invocation</b></p> <p><b>(b) Chairman’s Welcome Note &amp; Introduction of Members and Invitees</b></p> <p><b>(c) Confirmation of the Minutes of the Second Meeting of the Academic Council held on 30.12.2020</b></p>
<b>Gist</b>	<p>(a) Chairman of the Academic Council called the meeting to order by 10:00 am and began the proceedings with invocation. Rev. Fr John Vilayil, Bursar offered the prayers.</p> <p>(b) Chairman welcomed the honourable members. In his welcome note, Chairman apprised that the third meeting of the Academic Council was convened within a short span of time after the Second Meeting, so as to take up the matters related to the Syllabus, UG, PG and PhD Regulations, Examination Manual, etc. for consideration because of the urgency to expedite the approvals.</p> <p>The Chairman introduced the new Invitees who were proposed to be co-opted to the Academic Council.</p> <ol style="list-style-type: none"> <li>i. Prof. S Viswanatha Rao – Vice Principal and Dean (Academics-UG)</li> <li>ii. Dr. Paul Thomas – Dean (PG Studies and Research)</li> <li>iii. Dr. Neethu Roy – Dean (Research and Consultancy)</li> <li>iv. Dr. M J Jayashree – (in the capacity as IQAC Coordinator)</li> <li>v. Mr. Pradeep M – Controller of Examinations</li> </ol> <p>(c) The minutes of the Second Meeting of the Academic Council was read and confirmed.</p>
<b>Subject AC3.02</b>	<p><b>Report on the actions taken/actions pending on the pertinent decisions in the Minutes of the Second Meeting of the Academic Council held on 30.12.2020</b></p>
<b>Decision</b>	<p>Academic Council was apprised that actions were initiated on all the pertinent decisions in the Minutes of the Second meeting held on 30.12.2020. The Action Taken Report was presented. Council reviewed the report and expressed satisfaction on the progress of the actions initiated. Council approved the Action Taken Report.</p>
<b>Subject AC3.03</b>	<p><b>Report on the general academic affairs of the College</b></p>
<b>Gist</b>	<p>Chairman presented a brief overview of the academic affairs in the college. The Academic Council was apprised about:</p> <ul style="list-style-type: none"> <li>• The extension of NAAC Accreditation till December 2025.</li> <li>• The initiatives under Autonomy in the restructuring of the academic leadership positions appointing Deans, etc.</li> <li>• Functioning of the Examination Cell</li> <li>• Reconstitution of the IQAC Cell under Autonomy</li> <li>• Report on the specialized training for English &amp; Communication for freshers</li> <li>• Regular publication of the E-Bulletin</li> <li>• Offline Contact classes for 1<sup>st</sup> year students</li> </ul>



	<ul style="list-style-type: none"> <li>• MoU signed between MBCET &amp; IBM Education Services for training in AI, Data Science &amp; Cyber-Security.</li> <li>• MoU signed with Group of Companies (GTech) in Technopark and the expected Industry support in curriculum development etc.</li> <li>• Permission from NATPAC for the use of Research facilities of NATPAC at TransPark.</li> <li>• Renewal of MoU with C-DAC(T) for help in sourcing expertise for training, projects, etc</li> <li>• Opportunity in community outreach through Rebuild Kerala to study the pollution aspects of Karamana river, Trivandrum under the scheme of the Government of Kerala</li> <li>• Recognition for students' project for developing products for SME sector</li> <li>• Constitution of the IPR Cell. Plan for the joint IPR Certification Programme with Mar Gregorios Law College.</li> <li>• Improvement in the Placement opportunities in the post covid scenario</li> <li>• Recognition for students in Sports &amp; Games</li> <li>• 31<sup>st</sup> Annual ISTE State Faculty Convention successfully conducted on 23<sup>rd</sup> January 2021 where Hon'ble Governor Shri Arif Muhammed Khan was the Chief Guest.</li> <li>• Student welfare measures and career guidance programmes.</li> </ul> <p>The Academic Council appreciated the efforts taken by the College in maintaining a commendable academic ecosystem.</p>
<b>Subject AC3.04</b>	<b>Considering the recommendations of the Boards of Studies on the B.Tech Curriculum and the adopting the Syllabus for Semesters 3 and 4 of the five B.Tech programmes</b>
<b>Decision</b>	<p>Chairman invited the HoDs of the five Engineering Departments to present the respective Curricula in full and the Syllabi of the Semesters 3 and 4 of the corresponding B.Tech programmes of the 2020 Scheme.</p> <p>Council was apprised that the curricula and syllabi were prepared in line with the APJAKTU curriculum of the 2019 Scheme. After detailed discussions Council granted the approval for the curricula for the following five B.Tech Programmes. The corresponding syllabi for the Semesters S3 and S4 of these programmes were also approved.</p> <ol style="list-style-type: none"> <li>1. B.Tech Computer Science and Engineering</li> <li>2. B.Tech Civil Engineering</li> <li>3. B.Tech Electrical and Electronics Engineering</li> <li>4. B.Tech Electronics and Communication Engineering</li> <li>5. B.Tech Mechanical Engineering</li> </ol> <p>Council remarked that the suggestions of the BoS, which were highlighted in the discussions, were appropriate; but the same were to be incorporated in the syllabi through suitable revisions/modifications, from time to time, at the Department level.</p>
<b>Subject AC3.05</b>	<b>Considering the recommendations of the Boards of Studies on the M.Tech Curriculum and the adopting the Syllabus for Semesters 3 and 4 of the five M.Tech programmes</b>
<b>Decision</b>	<p>Chairman invited the HoDs of the five Engineering Departments to present the respective Curricula in full and the Syllabi of the Semesters 3 and 4 of the corresponding M.Tech programmes of the 2020 Scheme.</p> <p>Council was apprised that the curricula were prepared in line with the APJAKTU curriculum of the existing Scheme for the M.Tech programmes</p>



	<p>under the Trivandrum cluster of Colleges under APJ AKTU. After detailed discussions Council granted the approval for the curricula of the following five M.Tech Programmes. The corresponding syllabi of Semesters M3 and M4 of these programmes were also approved.</p> <ol style="list-style-type: none"> <li>1. M.Tech Computer Science and Engineering- Computer Science and Engineering</li> <li>2. M.Tech Civil Engineering-Structural Engineering</li> <li>3. M.Tech Electrical and Electronics Engineering-Power Control and Drives</li> <li>4. M.Tech Electronics and Communication Engineering- Telecommunication Engineering.</li> <li>5. M.Tech Mechanical Engineering- Machine Design</li> </ol> <p>Council remarked that the suggestions of the BoS in respect of the M.Tech Syllabi, which were highlighted in the discussions, were appropriate. Council directed that the same were to be incorporated in the syllabi through suitable revisions/modifications, from time to time, at the Department level</p>
<b>Subject AC3.06</b>	<b>Considering the B.Tech Regulations for the batch of students admitted under autonomy in the academic year 2020-2021 for approval</b>
<b>Decision</b>	<p>Chairman invited Dr. Neethu Roy, Dean(R&amp;C) to present the draft B.Tech Regulations. Academic Council examined the provisions in the Regulations and approved the same with following directions:</p> <ol style="list-style-type: none"> <li>1. The Probation rule shall be viewed as a provision for enabling the students who are slow learners. It should not cause any negative impact on the students. During the period of probation, the student need to be advised to attend the remedial classes, or undertake some value added activities like internships or extra electives.</li> <li>2. The norms and regulations of the affiliating University can be followed as such for the 2020-21 batch, without incorporating any new changes. Changes can be considered in the next revision.</li> <li>3. Separate panel for Comprehensive viva voce be considered, so that the performance of the project viva does not affect overall performance of the student.</li> <li>4. There shall be study leave before the End Semester Examination, without affecting the overall semester plan and the target of four years' duration of the programmes.</li> <li>5. The outcome from the chances of the supplementary/ Re-examination, shall be closely monitored to know how the students are making use of the chances given to them for writing exams, from the academic viewpoint.</li> <li>6. The Grace Marks for Sports/Arts Competitions/ Physical disability shall be as per the norms of the affiliating University.</li> </ol>
<b>Subject AC3.07</b>	<b>Considering the M.Tech Regulations for the batch of students admitted under autonomy in the academic year 2020-2021 for approval</b>
<b>Decisions</b>	<p>Chairman invited Dr. Paul Thomas, Dean(PGSR) to present the draft M.Tech Regulations. Academic Council examined the provisions in the Regulations and approved the Regulations for 2020 Scheme with following directions:</p> <ol style="list-style-type: none"> <li>1. There shall be study leave before the End Semester Examination, without affecting the overall semester plan and the target of four years' duration of the programmes.</li> </ol>



	<p>2. The outcome from the chances of the supplementary/ Re-examination, shall be closely monitored to know how the students are making use of the chances given to them for writing exams from the academic viewpoint.</p> <p>3. The Grace Marks for Sports/Arts Competitions/ Physical disability shall be as per the norms of the affiliating University.</p>
<b>Subject AC3.08</b>	<b>Considering the Ph.D Regulations for the Research Scholars admitted under autonomy in the academic year 2020-2021 for approval</b>
<b>Decision</b>	Decision on the Ph.D Regulations were deferred. Academic Council directed the College to admit the scholars from the selection process of the University. Also directed that College should work with University to get the clarifications on the selection of Ph.D Research Scholars under the autonomy and the recognition of Guides, etc.
<b>Subject AC3.09</b>	<b>Considering the Examination Manual in respect of the B.Tech Programmes under autonomy for approval</b>
<b>Decisions</b>	Chairman invited Mr. Pradeep M, Controller of Examinations to present the draft of the Examination Manual with respect to the B.Tech programmes. After detailed discussions Council approved the B.Tech Examination Manual.
<b>Subject AC3.10</b>	<b>Considering the Examination Manual in respect of the M.Tech Programmes under autonomy for approval</b>
<b>Decisions</b>	Chairman invited Mr. Pradeep M, Controller of Examinations to present the draft of the Examination Manual with respect to the M.Tech programmes. After detailed discussions Council approved the M.Tech Examination Manual.
<b>Subject AC3.11</b>	<b>Considering the recommendations of the Boards of Studies on the appointment of Examiners for setting Question Papers, Scrutiny, etc.</b>
<b>Decisions</b>	Academic Council was apprised that a list of examiners would be maintained by the College from which the examiners for various examination related duties like, question paper setting, scrutiny, audit, etc. would be selected by the Controller of Examinations and the lists would be updated from time to time.  The panels of examiners recommended by the BoS of the respective Departments were tabled in the meeting through online presentation.  The Academic Council examined the lists of the examiners in the respective panels and granted the approval for further action.
<b>Subject AC3.12</b>	<b>Considering the drafts of the Institutional Policies under autonomy for discussions</b>
<b>Decisions</b>	Prof. S Viswanatha Rao, Vice Principal presented the draft template to seek guidance from the Council.  Three draft policies (1. Research Policy, 2. Policy for Code of Conduct and Ethics, 3. Information Technology Policy) were presented to show the template and structure. Council appreciated the efforts and also gave concurrence to proceed. It was resolved to discuss the contents of the Policy documents in the forthcoming meetings for want of time in the current meeting.



<b>Subject AC3.13</b>	<b>Considering the revisions in the Academic Calendar of the First Semesters of the B.Tech and M.Tech classes</b>
<b>Decisions</b>	<p>Chairman apprised the Council that due to the prevailing Covid 19 pandemic conditions and because of late start of semester, changes in the dates of the Test, contact classes had become imperative. Because of these requirements the Academic calendar had to be modified.</p> <p>The revised calendar was presented for the approval of the Council. Council resolved to ratify the actions.</p>
<b>Subject AC3.14</b>	<b>Reporting on the appointment of Deans, Deputy Controllers of Examinations.</b>
<b>Decisions</b>	Academic Council noted the appointment of the five Deans(Academic UG, PG Studies and Research, Research and Consultancy, Administration, Students Welfare), and the Deputy Controllers of Examinations(Examinations and Evaluations).
<b>Subject AC3.15</b>	<b>Reporting on constitution of Examination Cell, and the Office of the Controllers of Examinations.</b>
<b>Decisions</b>	Academic Council was apprised that the Examination Cell was constituted and the functionaries were appointed. Council took note of the same.
<b>Subject AC3.16</b>	<p><b>Any other matter</b></p> <p><b>Following points were brought in by the members during the discussions and were noted for future action</b></p> <ul style="list-style-type: none"> <li>(a) Dr. Ayyappan mentioned that during the initial two years, efforts had to be taken to clearly understand the assessment and evaluation process and to find a tangible rule for apportioning the marks of CA and ESE, so that the learning could be used in the future revisions of the Regulations.</li> <li>(b) Dr. Ayyapan reminded that autonomy should be exercised both for faculty and students. Just as assessment is important in terms of the academic performance for the students, the performance of teachers actively involved in the contributing the academic excellence in students could also be assessed. There should be a scope for composite performance assessment for the faculty, so as to ensure that the faculty work towards the academic excellence of the students.</li> <li>(c) Dr. Kurien Issac suggested the use of relatively grading based on a rigorous statistical analysis to grade the students instead of following the absolute grading.</li> <li>(d) Dr. Kurien Issac mentioned that a bottom-up approach in formulating the policies, regulations and other documents would ensure intense participation of all the members of the faculty in the development process.</li> <li>(e) Dr. Kurien Issac mentioned that the breakup of marks for CA/ESE for theory/ lab / project work could be relooked in the future revisions of the curriculum. Also that, the continuous assessment for projects could be looked into because in student projects a linear progress might not happen in all cases. In that case the final assessment of the stage could carry the substantial weightage.</li> </ul>



	<p>(f) Dr. Kurien Issac mentioned that great amount of discretion need to be used in awarding the Grace marks for any reasons, in order to protect the interest of the College.</p> <p>(g) Dr Ashok S mentioned that in the industrial internships could be made part of the PG curriculum so as to enhance the placement of PG students. Also that when internship/project was to be done in industries/institutions, the course work in the final year could be adjusted accordingly or online mode, so as to enable the PG student to continue his work. A similar viewpoint for UG also could be useful.</p> <p>(h) External members have highlighted that College should design the Academic Calendar with care so that there shall be summer breaks. Ideally, the summer breaks should be used for value added works and research, both for faculty and the students.</p> <p>(i) External members commended the efforts being taken to document the Policies of the College which were important from the strategic viewpoint. Some of the suggestions given were:</p> <ol style="list-style-type: none"><li>i. Objectives and intentions could be elaborated in the 1<sup>st</sup> version of the Policy to give a better clarity for the stakeholders, even though the consecutive versions could be made shorter and precise.</li><li>ii. The framework of the implementation mechanism could be included in the Policies.</li><li>iii. Scope of the term 'staff' might be made clearer.</li><li>iv. There should be a <i>Follow up team</i> that ensures the smooth conduct of the implementation of the actions.</li><li>v. It would be good to refer to the Policy documents of the leading institutions to get to know the frameworks and goals for the academic institutions so as to adopt/adapt them.</li><li>vi. Goals may be set in the Policy so as to attain the Objectives at the highest level of accomplishment and satisfaction.</li></ol> <p>(j) Council accepted the suggestion to conduct the fourth meeting, tentatively, in September 2021.</p>

Member Secretary proposed the Vote of Thanks.  
Meeting adjourned at 1.10 pm with thanks to the Chair.

Member Secretary

----\*----

Minutes approved on 25.10.2021

CHAIRMAN