

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

MINUTES OF MEETING OF THE FIRST MEETING OF THE GOVERNING BODY
(AUTONOMOUS) HELD IN SENATUS HALL ON 12.10.2020 (MONDAY) AT 10:00AM

Members present:

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| 1. | His Beatitude Moran Mor Baselios Cardinal Cleemis
Catholicos, President, Malankara Catholic Education Society of
Archdiocese of Thiruvananthapuram, Patron and Manager,
MBCET. | Chairman |
| 2. | Rt. Rev. Msgr. Dr. Mathew Manakarakavil, Chief Vicar General
of Major Archdiocese of Thiruvananthapuram of Malankara
Catholic Church. | Member |
| 3. | Rev. Fr John Vilayil, (Bursar, MBCET) | Member |
| 4. | Rev. Fr Thomas Kayyalackal, Finance Officer of the Major
Archdiocese of Thiruvananthapuram of Malankara Catholic
Church. | Member |
| 5. | Shri Jacob Punnoose IPS(Retd). | Member |
| 6. | Mr Tony Thomas, CIO, Boston Consulting Group,
Thiruvananthapuram. | Member |
| 7. | Prof. S. Viswanatha Rao, Vice Principal, MBCET. | Member |
| 8. | Dr(Mrs) Neethu Roy, Asst. Dean (R&D) & Professor,
Department of Civil Engineering, MBCET. | Member |
| 9. | Dr Abraham T Mathew, Principal, MBCET. | Member Secretary |
| 10. | UGC's Nominee | Nomination
awaited |
| 11. | State's Nominee | Nomination
awaited |
| 12. | University's Nominee | Nomination
awaited |
| | Members on leave | NIL |

Minutes

Subject GB 1.01	Chairman's Welcome Note & Introduction of Members
Gist	Governing Body was apprised that College had submitted requests for nomination to University Grants Commission, Kerala Government and the APJ Abdul Kalam Technological University(APJAKTU) to the Governing Body under the UGC Regulations pursuant to the conferment of the Autonomy status to the College and the nominations were awaited and also that nine out of the twelve members were present for the meeting.

Then, the Chairman of the Governing Body, His Beatitude Moran Mor Baselios Cardinal Cleemis Catholicos (Patron and Manager) called the meeting to order and began the proceedings with invocation. Rt. Rev. Msgr. Dr. Mathew Manakarakavil offered prayers.

Chairman, at the outset, thanked the University Grants Commission (UGC) for conferring autonomy status to the Mar Baselios College of Engineering and Technology and thanked the Government of Kerala for taking the necessary steps in regard to the notification by the University and the APJ Abdul Kalam Technological University for notifying the conferment of autonomy by the UGC.

Chairman introduced all the members with a detailed note on their credentials. Chairman mentioned that all the members of the Governing Body were specially chosen to utilize their past experience in their respective domains in the governance of the College and expressed the gratitude to them for accepting the membership.

In the welcome note, Chairman began the address by stating that the guiding principle of the College shall be “Quality for Nation building” and solicited cooperation and guidance of all members of the Governing Body for instilling quality and the values in the academic system and the practices.

The Chairman paid tribute to the visionary man of the campus, His Grace Archbishop Geevarghese Mar Ivanios (first Metropolitan Archbishop of the Syro-Malankara Catholic Church and the Major Archdiocese of Thiruvananthapuram), who developed the campus and started the highly reputable Mar Ivanios College, for studies in Arts and Science, way back in 1949. Chairman also recollected the contribution of His Beatitude Moran Mor Cyril Baselios Catholicos, the Major Archbishop of Thiruvananthapuram for establishing the Mar Baselios College of Engineering and Technology in 2002, with the moto *Duc in Altum*.

The Chairman mentioned that in view of the autonomy, the College Management would be focusing on the three important aspects viz.(i) the Faculty, (ii) the Research and (iii) the Infrastructure-in terms of equipment and space.

Following are the gist of the welcome note by the Chairman:

- (i) The quality of faculty shall be improved by encouraging them for earning higher qualification in terms of PhDs and post-doctoral fellowships. Chairman remarked that considering the mandate given by the Nation, by conferring the autonomy status, shall be scrupulously followed and, in due course, the PhD would be made the entry level qualification for the recruitment of the faculty in all disciplines.
- (ii) Research with a clear focus shall be encouraged so that it will result in patents and publications, leading to global visibility of the institution. In this connection, His Beatitude sought the support of the members of the Governing Body who are from the industry sector in enabling the faculty to reach out to the national and international organizations.
- (iii) Modernization of equipment and machines shall be carried out on a regular basis.

	<p>Further to the above, Chairman laid out perceptions of the Management about the roadmap to high quality education and research for the College and pointed out that the ways and means for achieving these goals could be found through mutual discussions. Chairman also expressed his views about a mechanism that could be evolved to provide encouragement and incentives to the faculty in this pursuit for high quality.</p> <p>With an aim of encouraging research and innovations, the Chairman had gone to the extent of offering the assistance to the faculty in the research pursuits where if a member of the faculty secures a sponsored research grant in aid a matching grant would be offered by the College from its own resources.</p> <p>Chairman thanked the members for sharing their valuable thoughts in the personal discussions and solicited their guidance and help in achieving the vision of taking the College to the next level of excellence under the new regime of autonomy so as to get the Deemed to be University status for the College in the near future.</p> <p>Members appreciated the insightful address by the Chairman that could set the goal for the College and expressed their readiness to work with him.</p>
GB 1.02	Consideration of the UGC Orders on conferment of Autonomous status to the College and to take them on record for further action.
Decision	<p>Governing Body was apprised that the University Grants Commission (UGC), Ministry of Education, Government of India, had conferred the Autonomous status on Mar Baselios College of Engineering and Technology vide UGC Letter No.F.22-1/2017(AC) dated 15.07.2020, under the University Grants Commission (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018. UGC had communicated this information to APJ Abdul Kalam Technological University through the above-mentioned Letter and a copy of the same was received by the College.</p> <p>Governing Body resolved to take these orders on record and granted its approval for further action.</p>
GB 1.03	Consideration of the Notification of the Affiliating University regarding conferment of the Autonomous Status and to take them on record for further action.
Decision	<p>Governing Body was apprised that the affiliating University, viz. APJ Abdul Kalam Technological University, Thiruvananthapuram, Kerala had issued Notification No. APJAKTU/SO(ADMIN)/2904/2019 dated 18.09.2020 as instructed by the Government of Kerala vide Letter No. J2/120/2019/HEDN dated 24.07.2020, to the University.</p> <p>Governing Body resolved to take the directions from the State Government and the Notification of the University on record and granted its approval for further action.</p>
GB 1.04	Consideration of the Notification by the President of MCES Society (parent body of the College) regarding the directions for action on the Autonomous status and the constitution of the Statutory Bodies required for the College.
Decision	<p>Governing Body was apprised about the Notification of the President of the Malankara Catholic Educational Society of the Archdiocese of</p>

Thiruvananthapuram(parent body of the College), who is also the Manager of the College, viz. Notification No. MAT/Ed.IV/PC/MBC 05/389/2020 dated 05.10.2020 communicating the structure of the Governance system and the constitution of the Statutory bodies required to be constituted under Section 13 of the UGC Regulations-2018. Governing Body decided to run the College's five undergraduate and the five postgraduate programmes under the autonomy stream. Accordingly, Governing Body constituted the following Bodies with the members appointed/nominated as given hereunder:

(1) Constitution of Academic Council

The Governing Body constituted the Academic Council as per the UGC Regulations-2018, Section 13, Clause 13.4 and identified the names for Categories 2, 3, 4 and 6 in Clause 13.4 towards the constitution on its own motion. The names approved by the Governing Body, under the above-mentioned categories of the Academic Council, are as follows:

- (a) Chairman- Dr Abraham T Mathew, Principal(Ex-officio)
- (b) Following Heads of Departments of the College were included as members vide Clause 13.4(2):
 - i Dr. Jayasree S, Associate Professor & Head, Department of Civil Engineering, MBCET
 - ii Dr. Tessy Mathew, Associate Professor & Head, Department of Computer Science and Engineering, MBCET.
 - iii Dr. Jayashree M J, Professor & Head, Department of Electronics and Communication Engineering, MBCET.
 - iv Dr. Nisha G K, Professor & Head, Department of Electrical and Electronics Engineering, MBCET.
 - v Dr. Rajesh T N, Associate Professor & Head, Department of Mechanical Engineering, MBCET.
 - vi Prof. Joseph Cherian, Professor & Head, Department of Science and Humanities, MBCET
- (c) Governing Body was pleased to nominate the following four teachers of the College, representing different categories of teaching staff, vide Clause 13.4(3)
 - i. Dr. K Muraleedharan Nair, Professor, Department of Mechanical Engineering, MBCET
 - ii. Dr. Jisha John, Associate Professor, Department of Computer Science and Engineering, MBCET.
 - iii. Ms. Swapna P S, Asst. Professor, Department of Electronics and Communication Engineering, MBCET.
 - iv. Mr. Akhil Raj S R, Asst. Professor, Department of Civil Engineering, MBCET.
- (d) Governing Body was pleased to nominate the following four from among the Experts/Academicians from outside the College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., vide Clause 13.4(4)
 - i) Dr Ayyappan M. Former Managing Director, HLL Lifecare Ltd, Thiruvananthapuram, Chairman, A S group of Companies, Thiruvananthapuram.

	<ul style="list-style-type: none"> ii) Prof Kurien Issac, Senior Professor & Dean IPRCE, Department of Aerospace Engineering, Indian Institute of Space Science and Technology, Thiruvananthapuram. iii) Rev.Dr. Gigi Thomas, Head, Department of Mathematics & Dean, Mar Ivanios College, Thiruvananthapuram. iv) Dr Ashok S. Professor(HAG), Department of Electrical Engineering & Dean(R&C), National Institute of Technology Calicut, Kozhikode-673601. <p>(e) Governing Body authorized the Principal to approach the University to obtain nomination vide Clause 13.4(5)</p> <p>(f) Based on the recommendation from Principal, Governing Body appointed Ms. Jomole Joseph P, Assistant Professor, Department of Electrical and Electronics Engineering as the Member Secretary.</p> <p>(g) Governing Body directed that the Head of Department of Physical Education and the Librarian of the College be invited for the meetings when needed.</p> <p>(h) Governing Body authorized Principal to conduct the proceedings of the Academic Council, as per the UGC's regulations and report to the Governing Body.</p> <p>(2) Constitution of Boards of Studies Governing Body constituted the Boards of Studies(BoS) as per the UGC Regulations-2018, Section 13, Clause 13.5, for the six academic Departments and directed that</p> <ul style="list-style-type: none"> a) The conduct of meetings shall be as per the UGC Regulations. Subject Experts were to be selected depending on the agenda items and the courses which would be considered. b) BoS may co-opt one of its members as Member Secretary for operational convenience and for helping the Chairman in the documentation of proceedings. c) Regarding the members of BoS, wherever the authority for nominating/appointing is not explicitly mentioned, the Chairman will take the appropriate decision with the concurrence of the Principal who is Chairman of the Academic Council. d) Principal shall seek nominations from the corresponding authorities and form the Boards of Studies as per the UGC's regulations. <p>(3) Constitution of Finance Committee Governing Body constituted Finance Committee, as per the UGC Regulations-2018, Section 13, Clause 13.6 with following members.</p> <ul style="list-style-type: none"> a) Dr Abraham T Mathew, Principal-Chairman(Ex-officio) b) Rev. Fr John Vilayil, Bursar, MBCET - Member c) Finance Officer of the affiliating University d) Dr George Zacharia, Professor, DSH, MBCET <p>Governing Body authorized Principal to write to the University to get the nomination of the Finance officer of the University to the Finance Committee.</p>
<p>Subject GB 1.05</p>	<p>Consideration of the Vision and Mission of the College and setting the goals and objectives in the autonomous system</p>

<p>Decision</p>	<p>Governing Body was apprised that the College was following the strategy of outcome-based education for all the undergraduate and postgraduate programmes, as this was the practice worldwide for higher education in engineering and technology.</p> <p>Governing Body reviewed the Vision and Mission and felt that since the statements were formulated through consultations in the past the same might be retained to begin with the academic system under autonomy.</p> <p>VISION</p> <p>To be an Institution moulding globally competent Professionals as epitomes of Noble Values.</p> <p>MISSION</p> <p>To transform the Youth as technically competent, ethically sound and socially committed Professionals, by providing a vibrant learning ambience, for the welfare of humanity.</p> <p><u>MOTTO</u></p> <p>“DUC IN ALTUM” (Leading to the Heights of Excellence)</p> <p><u>CORE VALUES</u></p> <p>Professional Excellence Innovation Commitment Accountability Tolerance Integrity Social Responsibility</p> <p><u>GOALS AND OBJECTIVES</u></p> <p>The College aims at achieving the integral development of human personality so as to ensure the possibility of living a fully human existence. It endeavours to contribute in placing spiritually inspired human beings at the centre of the Universe in the New Millennium ensuring the creative use of Science and Technology, in the context of a techno-centric life.</p> <p>In order to accomplish this, special endeavor will be made to enable the students:</p> <ul style="list-style-type: none"> • To strive for excellence in life. • To promote scientific enquiry. • To acquire and apply knowledge for the welfare of humanity. • To be the agents of qualitative social changes. • To use Science & Technology for the preservation of human values and human dignity. • To apply Science & Technology for universal brotherhood by being agents of the Gospel of Love and to be architects of future. <p><u>ACADEMIC FRAMEWORK</u></p> <p>Outcome Based education for all Programmes(UG and PG)</p> <p><u>EVALUATION FRAMEWORK</u></p> <p>Continuous Evaluation</p> <p><u>MEDIUM OF INSTRUCTION</u></p> <p>The medium of Instruction for all programmes shall be English</p> <p><u>QUALITY POLICY STATEMENT</u></p>
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	<p>“We at MBCET are committed to quality, to be globally competent in Technical Education, pursuing its quest for excellence in teaching, learning, innovation and research, guided by noble values, ethical vigour and social commitment, for enabling the stakeholders to adapt themselves to varying technologies and environment for the preservation and improvement of life by encouraging sustainable practices.”</p>
GB 1.06	Consideration of the course of action on the students’ status and possibility of absorbing them into the autonomous system
Decision	<p>Governing Body was apprised that the students, who were admitted from the year 2017 onwards, were on rolls in the undergraduate, postgraduate and Ph.D Programmes and the admission process for year 2020 Batch had begun, where the admission and reservation policy being followed were that of the previous years. The admissions would be pursuant to the allotment from the Commissioner of Examinations, admissions through the management quota, etc.</p> <p>After due deliberations Governing Body decided that:</p> <ol style="list-style-type: none"> a) Students admitted before the conferment of the autonomy status(in July 2020) would continue under the affiliated stream, as per the Clause 4.3 of the UGC Regulations -2018 on autonomy, until and unless the University issues directions in this matter to the contrary. b) All the undergraduate and postgraduate students and PhD research scholars admitted through the various admissions in the 2020 year and afterwards shall be under the autonomy stream and will be governed by the regulations under autonomy.
GB 1.07	Consideration of the Section 9 of the UGC Regulations-2018 and constitution of the Internal Quality Assurance Cell
Decisions	<p>Governing Body was apprised that the College was already having an Internal Quality Assurance Cell (IQAC) for catering to the needs of submitting reports to the National Assessment and Accreditation Council (NAAC), affiliating University (APJAKTU), etc. and also for the purpose of data aggregation with a view to use the data for various purposes and internal quality control.</p> <p>Governing Body viewed the needs of constituting the IQAC for meeting with the statutory requirements of the UGC and decided to constitute the IQAC as per the requirements in Section 9 of the UGC Regulations. Governing Body directed that College would follow all directions issued by UGC from time to time with regard to the functioning and for the reporting of IQAC to the UGC.</p> <p>Further to the above, Governing Body had also decided the following:</p> <ol style="list-style-type: none"> (i) Dr. M J Jayashree, Professor, Department of Electronics and Communication (currently Head of the Department) is appointed as the Coordinator, IQAC. (ii) Dr. George Zachariah, Professor, who had prior experience with NAAC accreditation is appointed as a Senior Advisor in the IQAC. (iii) The Coordinator of the IQAC shall be responsible in sending the reports to UGC and also report to the Governing Body about the progress related to various quality measures initiated, implemented and their assessment in the annual meeting every year or on call from the Governing Body.

	<p>(iv) College shall appoint an external peer team to review the performance of the college vide the UGC regulations</p> <p>(v) The IQAC shall function as a nodal centre of the College and the Management, in terms of aggregation and assimilation of data for the various purposes of quality assurance and internal quality control.</p>
Subject GB 1.08	Consideration of the Section 10 of the UGC Regulations-2018 for the design of the Curriculum for the autonomous system
Decision	<p>Governing Body was apprised that the College was mandatorily following the affiliating University's Curriculum, syllabi and the regulations for all the academic programmes under the affiliated status. It was informed that since the UGC Regulations allows the College to have its own Curriculum, syllabi and regulations, lot of efforts had already gone into the process of preparing the Curriculum and the syllabi for all the undergraduate and postgraduate programmes with a view that the same could be used for developing the Curriculum, syllabi and regulations under the autonomous status. The Governing Body noted the courses of action taken and the consultations made for the preparation of the Curriculum and syllabi and appreciated the efforts.</p> <p>Chairman remarked that there had to be a slow and steady improvement, in the beginning, from the existing Curriculum in terms of courses and the contents to a new academic system under autonomy, which should be of high relevance to the society and industry and would contribute much to the nation. Governing Body had directed that innovative methodologies should be adopted in the instructional pedagogy, instructional design and delivery to satisfy the needs of students and make them fully equipped for the professional career. Governing Body also directed that the B.Tech, M.Tech and the Ph.D Programmes should be modernized to make it relevant to the current needs.</p> <p>Accordingly, Governing Body had taken following decisions:</p> <p>(a) Governing body decided that</p> <p>(i) All the undergraduate students, postgraduate students and the Ph.D Scholars admitted up to and including the academic year 2019-2020 and were on the rolls in the academic year 202-2021, under the affiliated system would continue to be governed by the University's regulations and the respective schemes, unless the University issues orders to the contrary.</p> <p>(ii) All the undergraduate students, postgraduate students and the Ph.D Scholars admitted from the academic year 2020-2021 onwards should be governed by the Curriculum, syllabi and regulations of the College.</p> <p>Governing Body directed that the academic process and the Curriculum, though need to be independent under the autonomy status, the same could align with that of the affiliating University's framework to begin with in the academic year 2020-2021, under the new regime, so that faculty would be handling classes for both the streams equally well. However, all preparations necessary for the autonomous system could be duly made.</p> <p>Further to the above decisions, Governing Body directed that, in view of the need for upscaling the quality and the academic outcomes, College should initiate a thorough revision of the Curriculum by conducting the brainstorming sessions and taking various measures in formulating the new academic framework through extensive consultations with academia and industry and present to the Governing Body in due course for approval to begin the new Curriculum and the instructions there on.</p>

	<p>It was also stipulated that all the programmes in the current affiliated scheme and the forthcoming autonomous scheme need to be managed with equal vigour</p> <p>Governing Body resolved that the quality should go to the next level of excellence by which College would be acquiring the “Deemed to be University” status in the near future.</p>
Subject GB 1.09	Consideration of the Section 11 of the UGC Regulations-2018 for the constitution of the Examination Cell and the appointment of the Controller of Examination
Decisions	<p>Governing Body was apprised that the Section 11 of the applicable UGC Regulations stipulates that the College should be having an Examination Cell and there should be a Controller of Examination appointed duly by the College and also that Principal should be the Chief Controller, Examinations. In this regard Governing Body had taken following decisions.</p> <ul style="list-style-type: none"> (a) The Governing Body resolved to form Examination Cell forthwith, and directed that this Cell should be scrupulously conducting all activities of examinations, under the Section 11 of the applicable UGC Regulations, needed for the College from time to time and the requisite modalities could also be put in place. (b) Governing Body decided that the term of appointment for the Controller of Examination would be two years and term could be extended for two more years. (c) Governing Body appointed Mr. M Pradeep, Associate Professor, Department of Mechanical Engineering of the College as the first Controller of Examinations of the College under autonomy (d) Governing Body directed that the Controller of Examinations would submit periodical reports to Principal for apprising the Governing Body on the matters of examinations and evaluations.
Subject GB 1.10	Reporting on the progress of construction works related to the academic buildings
Decisions	<ul style="list-style-type: none"> (a) Governing Body noted the progress of construction of the additional building of roughly 18,000 square feet area for using it as the office of the Examination Cell. It was informed that the construction was delayed to the pandemic and would be completed by December 2020. (b) Principal informed about the initiatives taken by the alumni in the registration of the Alumni Association as a Society.
Subject GB 1.11	Matters taken up with the permission of the Chair
Decisions	<ul style="list-style-type: none"> (a) The Chairman apprised the Governing Body that former Principal, Dr. T. M. George, had served the College for more than 11 years as Principal (from 2009 to 2020) and had rendered his services with utmost commitment. Chairman mentioned that through the strong commitment and the proactive efforts of Dr T.M. George, by leading the College towards getting the accreditation for the College from the national bodies like National Assessment and Accreditation Council and the National Board of Accreditation(two times), the College could reach the level of quality needed for getting the autonomous status from UGC in July 2020. The Governing Body resolved to place on record the appreciations on the contributions made by Dr. T. M. George.

	<p>(b) The Chairman informed that the services of Dr T.M. George would continue to be available in his new role as Director(Corporate Relations). Governing Body appreciated the steps taken by the Chairman, in creating the new portfolio of Corporate Relations, to strengthen the collaborations and networking, which were essential for expanding the activities of the College and strengthen its brand equity in the field of Engineering and Technology</p> <p>(c) Hon. Member Shri. Jacob Punnoose IPS suggested that the College had to make a strategic plan, by keeping the vision shared by Chairman, in the welcome note, in perspective, in order to achieve the goals in the next three to five years' time. Governing Body noted the same and instructed Principal to take it up for further action.</p> <p>(d) Hon. Member, Mr. Tony Thomas, assured all his support for expanding the horizon of industrial collaborations and outreach of the College. Governing Body noted the same and instructed Principal to take it up for further action.</p> <p>(e) In reply to the directions, Principal responded that the faculty, staff and students would work collaboratively to strengthen, primarily, the academics and research in the lines of autonomy and would also cooperatively develop the plan of action for the next five years, by setting new targets in terms of the academic excellence, research, innovations, funded projects etc. and would be presented to the Governing Body.</p> <p>(f) Chairman, His Beatitude Moran Mor Baselios Cardinal Cleemis Catholicos(Patron and Manager), thanked all the member of the Governing Body for their valuable presence and active participation in the deliberations.</p>
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Bursar of the College Rev.Fr. John Vilayil proposed the Vote of Thanks.

Meeting adjourned at 12. 50 pm with thanks to the Chair.

Principal & Member Secretary

Minutes confirmed on 10.02.2021

CHAIRMAN