

Mar Baselios College of Engineering and Technology
Mar Ivanios Vidyanagar, Nalanchira, Thiruvananthapuram-695015

INTERNAL QUALITY ASSURANCE CELL
Minutes of the meeting

Date : 24/02/2021
Venue : Senatus Hall
Time : 10.30am

Members:

Chairperson:	Dr. Abraham T Mathew, Principal
Vice Chairperson:	Prof. S. Viswanatha Rao, Vice Principal & Dean (Academic Affairs – UG) (Coordinator – Strategic Planning)
Management Representative:	Rev.Fr. John Vilayil, Bursar.
Senior Advisor:	Prof. George Zachariah, Professor, S&H & Dean (Student Affairs) (Coordinator – NAAC)
IQAC Coordinator:	Dr. Jayashree M.J., Professor & Head, ECE (Coordinator – Audits & Member Secretary IQAC)
Members: Administrative Officer(s):	Prof. (Dr.) Paul Thomas, Dean (Post Graduate Studies and Research)
	Dr. Neethu Roy, Asst. Dean (Research and Consultancy) (Coordinator – NBA)
	Dr. Muraleedharan Nair K., Dean (Administration)
	Mr. Pradeep M., Assoc. Professor, MED & Controller of Examinations
	Dr. Tessy Mathew, HoD, CSE
	Dr. Jayasree S. HoD, CED
	Dr. Nisha G.K. HoD, EEE
	Dr. Rajesh T. N., HoD, MED
	Prof. Joseph Cherian, HoD, S&H
	Ms. Christi Francis, HoD, PED
	Prof Raju K Gopal, ITMS Head, Professor, CSE
	Ms. Sabitha S. Nair., Asst. Professor, S&H
	Ms. Lakshmy S. Asst. Professor, Dept. of ECE (Coordinator – Statutory Reports)
Members: Faculty	Ms. Swapna P.S., Asst. Professor, ECE, Associate Coordinator, NBA,
	Ms. Deepa P.L., Asst. Professor, ECE, Associate Coordinator, NAAC
	Mr. G.L. Praveen, Asst. Professor, CSE, Associate Coordinator, Audits
	Ms. Shyju Susan Mathew, Asst. Professor, EEE, Associate Coordinator, UGC Reporting
	Ms. Jaya S. Pillai, Asst. Professor, CED

	Mr. Arvind P., Asst. Professor, MED
Nominees from Alumni:	Mr. Ajithkumar G S, 2011- CSE Mr. Jerin Chacko, 2007- EED
Nominee from local society:	Mr. Jojimon Thomas, Vice President, PTA
Nominees from Employers / Industrialists / Stakeholders:	Mr. Biju Philip, Sr. Vice President, Envestnet.
Nominee from Professional body:	Mr. Aditya S., IET
Administrative Staff representative:	Mr. Mohan George, Office Superintendent
Library Representative:	Mr. Binu K John, Librarian
Lab Staff Representative:	Ms. Linumole K. C. (Lab Instructor)
Student Representative:	Senate Chairperson / General Secretary

Internal members attended the meeting

Internal Members on leave: Prof. Joseph Cherian, Ms. Christi Francis, Ms. Shyju Susan Mathew, Senate Chairperson

#	Agenda	Gist of Discussion/Decision	Responsibility
1.	Updates/Minutes of the previous meeting	<ul style="list-style-type: none"> • Fourth AQAR submitted. • NAAC Accreditation – got extension till 31.12.2025, which was otherwise to expire in 2021 • IQAC has been reconstituted and the sub - committees on: Strategic Planning, NBA Accreditation, NAAC Accreditation, function as the Internal Audit Cell, to coordinate the UGC Reporting and to coordinate Statutory Reports were also formed. 	

<p>2.</p>	<p>Review of Action plan of the year 2020-2021</p>	<p>Curriculum:</p> <ul style="list-style-type: none"> • Compilation and review /Analysis of the Curriculum related feedback from teachers, Parents, Employers and Alumni and students are to be done and notify to the curriculum development committee and take necessary actions. • Identify the subjects and include activities which leads to employment/ Entrepreneurship/Skill Development. • Curriculum gaps are to be identified from Assessments. • Mr. Praveen G.L. suggested that while setting the syllabus of lab courses, the flexibility to conduct more experiments should be allowed. • Prof Raju Gopal suggested that college might explore the Part time / Evening Courses for working professionals. <p>Teaching Learning:</p> <ul style="list-style-type: none"> • Online platforms used for conducting online theory classes and tests- Google classroom, Google meet and Google forms. <ul style="list-style-type: none"> • More emphasis for the use of Online platforms for conducting laboratory classes – MATLAB software, Proteus software (circuit simulator), Code blocks (C/CPP IDE), EdSim51(8051 simulator), Circuit verse (online digital circuit simulator), Jdoodle etc.... • ACL methods are included for all subjects. • Fr John Vilayil, Bursar suggested to have focused trainings to improve the quality of the faculty which would in turn enable an increase in the quality of the students. <p>Research:</p> <p>The points to focus are</p> <ul style="list-style-type: none"> • Ensure quality paper publications in the reputed indexed Journals (SCOPUS/SCI etc.) • Increase the submission of proposal for funded projects • Encourage faculty members to do PhD and improve the cadre ratio. • Encourage the Faculty with PhD to apply for Guideship under KTU. • Encourage the teachers to publish Books or Chapters. <p>Industry institute linkages with reputed industries and organization</p> <p>This can be achieved by</p> <ul style="list-style-type: none"> • Promoting alumni networking -Alumni meet • Establishing more linkages with the companies through Alumni and Parents. • Signing more MoUs to undertake joint research projects, training and internships. • Exploring the possibilities of more consultancy cells. • Having more faculty interaction with outside World/Foreign Universities. <p>To attract high quality students</p>	<p>Strategic Planning committee & HoDs</p>
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3.	Quality Assurance through Annual Quality Assessment	<ul style="list-style-type: none"> • Assessment regarding academic matters: Scrutiny committee & Module coordinators will conduct meetings twice in a semester. • Academic audit twice in a semester • Administrative Audit (Internal)–to be conducted by April 2021 • Effective utilization of laboratories/resources, stock verification and calibration of equipments. <p>Extras:</p> <ul style="list-style-type: none"> • Drafting of policies and procedures to streamline implementation of various processes under autonomy. • To redefine Vision and Mission of the College and the Departments, as a prelude to the curriculum revision under autonomy. 	<p>HoDs and IQAC Coordinator</p> <p>Planning and Evaluation Committee</p>
4	Audits, Statutory Reports	<ul style="list-style-type: none"> • Key aspects of the audits for UG and PG Programmes were discussed. • The comments from the students after the interaction of audit members with students were discussed. The difficulty level of CAT was raised by Mr. Arvind P. Dean Academics addressed that the awareness to the students and parents are to be given through faculty advisors. Principal suggested to collect the written comments from the S1 students • Function of sub -committees to coordinate Statutory Reports were discussed <ul style="list-style-type: none"> • AICTE – Extension of Approval and New Courses • NIRF – Data Collection and Submission • ARIAA - Data Collection and Submission. ARIIA parameters were discussed. • Support in submission of data for other institutional ranking/awards 	<p>Internal Audit Cell Coordinator</p> <p>Coordinator, Statutory reports</p>
5	NAAC AQAR 2021	<ul style="list-style-type: none"> • The format is Autonomous or as given by NAAC • Criteria Coordinators and team are working on it. • 75% completed • submitting by June 2021 • Technical Staff training should be conducted department wise. • We need an Action plan for 2021-2022, the next Academic Year. • We need an Action taken report of 2020-2021. 	<p>NAAC Coordinator</p>

6	NBA	<p>Ms Swapna P.S. informed that College would have to go for Tier I being autonomous for two out of three years and we go for Tier II if we are affiliated for two out of three years.</p> <p>Dr Neethu Roy conveyed that sometimes the period might get extended by one year. This will be known to us only after submitting the SAR. So, first step would be to submit Pre Qualifier and then the SAR after that.</p> <p>PO attainment of the previous year should be completed and given to the Curriculum Committee to identify the gaps.</p>	NBA Coordinator
7.	AoM	<ul style="list-style-type: none"> • It was decided to conduct minimum one meeting in a Semester for IQAC • We need to set up a Curriculum Cell • Data centre should be formed. Reports can be collected from Linways. Accreditation module is also there in Linways. • Internship for students: Internshala for S5 Students, AICTE internship is also forwarded to students. • A three-day FDP on Universal Human values may be arranged by the Science and Humanities department. In all brochures of FDPs, Include “An IQAC MBCET initiative”. • Workshops on OBE may be explored 	<p>IQAC Cordinator</p> <p>HoD S&H</p> <p>TLC Coordinator</p>

Meeting ended at 1 pm

Copy to: All members, Website, File

Prepared by: Dr M.J. Jayashree

Vetted by: Dr. Abraham T. Mathew, Principal.