

**MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY (MBCET)**  
**(AUTONOMOUS)**  
**THIRUVANANTHAPURAM-695015**  
**INTERNAL QUALITY ASSURANCE CELL**

MINUTES OF THE MEETING OF THE IQAC HELD ON 22.01.2022 THROUGH ONLINE (GOOGLE MEET)

Time : 10.00 am

Members present

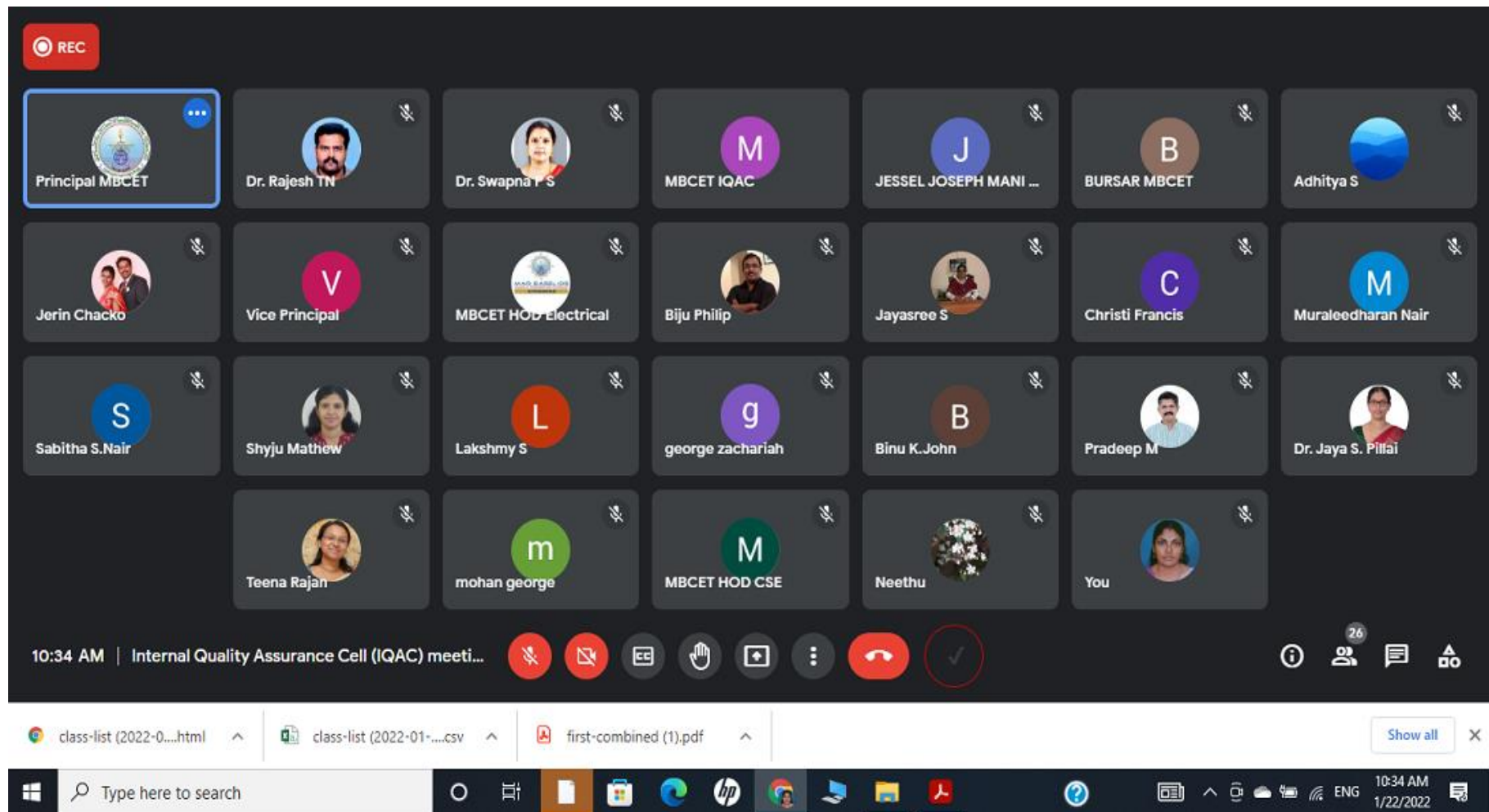
1. Rev.Fr. John Vilayil, Bursar
2. Dr. Abraham T Mathew, Principal
3. Dr. S. Viswanatha Rao, Vice Principal & Dean (Academic Affairs –UG)
4. Dr. George Zachariah, Professor, S&H & Dean (Student Affairs)
5. Dr. Neethu Roy, Dean (Research and Consultancy)
6. Dr. Muraleedharan Nair K. , Dean (Administration)
7. Mr Pradeep M., Assoc. Professor, MED & Controller of Examinations
8. Dr. Tessy Mathew, HoD, CSE
9. Dr. Jayasree S. HoD, CED
10. Dr. Nisha G.K. HoD, EEE
11. Dr. Rajesh T. N., HoD, MED
12. Dr. Christi Francis, HoD, PED

13. Dr. Swapna P.S., Asst. Professor, ECE
14. Ms. Deepa P.L., Asst. Professor, ECE
15. Ms. Shyju Susan Mathew, Asst. Professor, EEE
16. Dr. Jaya S. Pillai, Asst. Professor, CED
17. Mr. Jerin Chacko, 2007- EED (Nominee from Alumni)
18. Mr. Jojimon Thomas, Vice President, PTA
19. Mr. Biju Philip, Sr. Vice President, Envestnet
20. Mr. Aditya S., IET (Nominee from Professional body)
21. Mr. Mohan George, Office Superintendent
22. Mr. Binu K John, Librarian
23. Ms. Linumole K. C. (Lab Instructor)
24. Ms. Sabitha S.Nair., Asst. Professor, S&H
25. Ms Lakshmy S, Asst Professor, ECE
26. Mr Jessel John Mani, Senate Chairperson(Student Representative)
27. Dr. Jayashree M.J., Professor, ECED, IQAC Coordinator, Member Secretary

#### Members on leave

1. Dr. Paul Thomas, Dean (Post Graduate Studies and Research)
2. Prof. Joseph Cherian, HoD, S&H
3. Dr Jayakumari J., Professor and Head, ECED

4. Prof Raju K Gopal, ITMS Head, Professor, CSE
5. Mr. Ajithkumar G S, 2011- CSE (Nominee from Alumni)
6. Mr Arvind P., Asst. Professor, MED
7. Mr. G.L. Praveen, Asst. Professor, CSE ( on Study Leave)



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REC

MBCET IQAC

Principal MBCET

Jojimon K Thomas

Vice Principal

MBCET HOD Electrical

BURSAR MBCET

Biju Philip

Jayasree S

Christi Francis

Muraleedharan Nair

Dr. Swapna P S

Sabitha S.Nair

Shyju Mathew

Lakshmy S

Binu K.John

JESSEL JOSEPH MANI ...

Pradeep M

Linumole KC

Jerin Chacko

Dr. Jaya S. Pillai

Teena Rajan

mohan george

Adhitya S

MBCET HOD CSE

Dr. Rajesh TN

You

10:17 AM | Internal Quality Assurance Cell (IQAC) meeti...

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10:17 AM 1/22/2022

#	Agenda	Discussion/Decision	Responsibility
1.	Address by The Principal	The following points were presented to apprise the members: MBCET-MILESTONES, Quality of Education and UGC, Internal Quality Assurance Cell (IQAC) at MBCET, Roles and Functions of IQAC, Overview of the actions undertaken by IQAC, AQAR- Criterion for Data Assimilation and Reporting- (01 July 2020 to 30 June 2021) and the Process of preparing AQAR. These were noted for future action.	
2.	AQAR and Action Plan	<ul style="list-style-type: none"> <li>Coordinator Dr M J Jayashree presented the Draft AQAR for the period 2020-2021 and the Action plan of 2021-2022.</li> <li>Reviewed the action plan and outcomes of 2020-2021.</li> <li>Mentioned that once IQAC approves AQAR would be presented in the College Council for College level approval and then to submit to NAAC.</li> <li>Online submission could be completed by the end of January 2022.</li> <li>Matter shall be reported to the Academic Council and the Governing Body in the respective forthcoming meetings.</li> <li>AQAR 2020-2021 was the fifth report after the NAAC accreditation in 2016.</li> <li>IQAC approved the draft and permitted to proceed with the AQAR submission and also gave permission to IQAC Coordinator to incorporate any minor changes needed prior to the submission.</li> <li>IQAC instructed to start working on the data towards the preparation of AQAR 2021-2022</li> </ul>	NAAC Advisor, NAAC Coordinator, Associate Coordinator, IQAC Coordinator, HoDs and Criteria Coordinators
3.	NBA	<p>Following points about NBA accreditation were reviewed:</p> <ul style="list-style-type: none"> <li>Accreditation would expire in June 2022.</li> <li>Pre qualifier submitted during December 2021 for the 5 UG programmes and got qualified for the submission of SAR.</li> </ul>	NBA Coordinator, Associate Coordinator, IQAC Coordinator,

		<ul style="list-style-type: none"> <li>SAR of the 5 UG programmes would be submitted in January 2022.</li> </ul>	HoDs and Criteria Coordinators
4.	IQAC - Action Plan	<p>Following were noted as action points for IQAC:</p> <ul style="list-style-type: none"> <li>Preparation of Strategic Plan 2022-2027, UGC report, Accreditation related documents, Internal audits (both Academic and Administrative), other Statutory Reports:</li> <li>In addition, IQAC shall- <ul style="list-style-type: none"> <li>Organize External Administrative audit from the next academic year onwards.</li> <li>Organize Academic Evaluation/Audit by an External Peer team and submit the report to UGC.</li> <li>Conduct various activities towards Quality improvement and sensitization.</li> </ul> </li> </ul>	IQAC Coordinator and members of IQAC Sub committees
5.	AoM	<ul style="list-style-type: none"> <li>The members appreciated the team work and commented that all factors are captured in the report.</li> <li>The Principal thanked all the members of the Faculty and Staff involved in the preparation of the AQAR.</li> <li>The Principal thanked all the members for attending the meeting.</li> </ul>	IQAC Coordinator

Meeting adjourned at 10.40 am

Dr M.J. Jayashree  
Member Secretary and IQAC Coordinator

Dr. Abraham T. Mathew  
Principal

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