

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

MINUTES OF THE MEETING OF THE IQAC HELD ON 09.06.2022

**Sub: Exit meeting of the EXTERNAL PEER EVALUATION TEAM - Administrative Audit**

Time : 4.15 pm, Venue: Senatus Hall

Members present

1. Prof (Dr) Sukesh Kumar A., Auditor 1
2. Prof. Abdusamad Alias Salih, Auditor 2
3. Rev.Fr. John Varghese, Bursar
4. Fr. Thomas Mukalumpurathu, Asst. Bursar
5. Dr. Abraham T Mathew, Principal
6. Dr. S. Viswanatha Rao, Vice Principal & Dean (Academic Affairs –UG)
7. Dr. Paul Thomas, Dean (Post Graduate Studies and Research)
8. Dr. Neethu Roy, Dean (Research and Consultancy)
9. Dr. Muraleedharan Nair K., Dean (Administration)
10. Dr Jayakumari J., Professor and Head, ECED
11. Dr. Rajesh T. N., HoD, MED
12. Dr. Tessy Mathew, HoD, CSE
13. Dr. Jayasree S. HoD, CED
14. Dr. Nisha G.K. HoD, EEE
15. Prof Joseph Cheriyan, HoD, S&H
16. Mr Pradeep M., Assoc. Professor, MED & Controller of Examinations

17. Dr. Jayashree M.J., Professor, ECED, IQAC Coordinator, Member Secretary

Members on leave

1. Dr. George Zachariah, Professor, S&H & Dean (Student Affairs)

#	Agenda	Discussion/Decision	Responsibility
1.	Prayer	The meeting started with a silent Prayer.	
2.	Welcome	Principal welcomed Prof.(Dr) Sukesh Kumar A and Prof Salih, the Auditors and other members.  Principal briefed about the evaluation conducted by the Auditors in regard to the administrative processes and practices at the College. It was mentioned that the Auditors were provided with copy of the Internal Administrative Audit Report 2021-2022 of MBCET, which was prepared by the IQAC, in consultation with the Internal peer audit team and Head of the Institution. Team reviewed the Report and also verified the documents under the categories - Common files, documents related to Governance, Leadership and Management, and so on. The team visited the Administrative Office and the Finance & Accounts Office and reviewed the documents including Budget, Staff list, Salary acquittance, etc. Team had also conducted visits to the divisions like Exam cell, Central Library, Maintenance Cell and randomly verified the records. The team gave a number of suggestions for improvement of the administrative processes and practices.	
3.	Address by Auditors	It was apprised that the Auditors had conducted the focused group discussions with the Management Representatives, Deans, Heads of the Departments, Faculty, Staff and Students separately to gather the information independently from each group. They also interacted with the Principal, Vice principal and the IQAC Coordinator to understand the mechanisms of administration and governance and the future plans.	All members

		<p>It is observed that as an Autonomous College, Mar Baselios College of Engineering and Technology had implemented various measures for the academic management, administration, and the overall quality improvement.</p> <p>The auditors expressed satisfaction in the progress as autonomous College and gave suggestions for the overall development of the College.</p>	
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Meeting adjourned at 5:00PM

Dr M.J. Jayashree  
Member Secretary and IQAC Coordinator

Dr. Abraham T. Mathew,  
Principal.

Copy to: All members present, Website, File