

**MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY
(AUTONOMOUS)
THIRUVANANTHAPURAM-695015
INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING OF THE IQAC HELD ON 04.08.2023**

**Sub: Exit meeting of the EXTERNAL PEER EVALUATION and Administrative Audit
(Annual Peer Evaluation conducted before submitting the Annual Progress Report of the year 2022-2023 to the University Grants Commission by the Autonomous College and the External Administrative audit is conducted as part of AQAR submission)**

Time : 4.30 PM, Venue: Senatus Hall

#	Agenda	Discussion/Decision	Responsibility
1.	Prayer	The meeting started with a silent Prayer.	
2.	Welcome	Dr M.J. Jayashree welcomed Prof (Dr) Sukesh Kumar and Prof Manoj A. Nair , the Auditors and other members to the meeting. The auditors were provided with a draft of the Annual Progress Report 2022-2023 of MBCET(UGC), which was prepared by the Coordinator, IQAC in consultation with the internal team and Head of the Institution, via email in advance and the Peer Team had reviewed the draft and also examined the documents / proofs to verify. 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	<p>Auditors had given a number of suggestions for improvement of the academic processes and research in the College. The auditors had also suggested modifications in the contents in the draft of the Annual Progress Report 2022-2023 of MBCET(UGC) by adding some contents and also for improving the presentation of the Report. They gave constructive suggestions for the overall development of the College based on their vast experience and erudition.</p> <p>It was apprised that the Auditors had conducted the focused group discussions with the Management Representatives, 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.</p> <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>	All members

Meeting adjourned at 5.30 pm

Copy to: All members attended, Website, File

Prepared by: Dr M.J. Jayashree, IQAC Coordinator and Member Secretary

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