

**MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY (MBCET)**  
**(AUTONOMOUS)**

**THIRUVANANTHAPURAM-695015**

**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL HELD ON 18.12.2023**

Time : 3 pm

Venue: Senatus Hall (Hybrid mode)

#	Agenda	Discussion/Decision	Responsibility
1.	Prayer	The meeting started with a silent Prayer.	
2.	Welcome	Dr. Abraham T Mathew, Principal welcomed the external and internal members.	
3.	Minutes of the Previous Meeting	The minutes of the last meeting held on 24 April 2023 was circulated. The Minutes of the previous meetings were confirmed by the members present. <ul style="list-style-type: none"><li>• Meeting held on 24 April 2023 (Hybrid mode) - AQAR 2022-2023</li><li>• Meeting held on 04 Aug 2023 with the External Peer team</li></ul>	
4.	Developments after last meeting	Dr. Abraham T Mathew, Principal presented an overview of the Developments after last meeting, which included Exodus 2023 ( Course completion ceremony of the last batch of the affiliated system), Admissions for 2024-2028 batch for seven B. Tech and seven MTech programmes including a new PG Program , Environmental Science and Engineering, Enrolment percentages, Campus Placement status of 2024 batch, Placement by Signify, Internship by Nissan Digital for a period of six months, Industrial elective designed by the Engineers of Nissan Digital for the sixth semester students of Dept. of CSE, Curriculum revision with Project Integrated courses, Lab integrated courses, new MoU's signed and External Peer team evaluations.	

5.	Presentation of AQAR 2022-2023 for Approval	<ul style="list-style-type: none"> <li>• Dr M J Jayashree presented the Draft AQAR for the period 2022-2023, the summary of the work done during last year from June 2023 -May 2024.</li> <li>• Annual Quality Assessment Report (AQAR) 2022-2023 is the seventh 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 do one round of checking and to incorporate any minor changes needed prior to the submission.</li> <li>• Dr. Deepa A.K., an external member commented that the document was well prepared, congratulated the team and had given the concurrence.</li> <li>• Submission of AQAR could be completed before the College closes for Christmas Vacation.</li> <li>• IQAC instructed to start working on the data towards the preparation of AQAR 2023-2024.</li> </ul>	IQAC team
6.	Presentation of UGC report for Approval	<ul style="list-style-type: none"> <li>• Dr M J Jayashree presented the report to be submitted to UGC for Approval.</li> <li>• Mr. Thomaskutty Kochukunju, Vice President of PTA executive committee and an external member of IQAC thanked all and conveyed that the reports are excellent and was well presented. Also commented that we can see continuous improvement and lot of transparency and good effort and had given the concurrence to pass these reports to the concerned authorities.</li> </ul>	IQAC team
7.	Action Plan and its review for the year 2023-2024	<p>Action Plan 2023-2024 was presented by the Principal and appraised the things which had happened till December and things which are pending for action.</p> <p>Action Plan 2023-2024</p> <ol style="list-style-type: none"> <li>1. Start a Centre for Computational Intelligence and Cyber Security</li> <li>2. Start a Centre for Professional Development and Lifelong Learning</li> <li>3. Increase intake of core branches like B. Tech Mechanical Engineering by 50%</li> <li>4. Start one Industry supported Laboratory each in the Civil and Mechanical Engineering areas.</li> <li>5. Start one Research Laboratory in Electric vehicles</li> </ol>	All members

		<ol style="list-style-type: none"> <li>6. Start a Non-Destructive testing Lab</li> <li>7. Start one training facility for telecom related technologies in association with BSNL</li> <li>8. Modernize the Workshop to have facilities for Additive Manufacturing and 3D Printing technologies</li> <li>9. Conduct annual External Peer evaluation for the academic and administrative processes along with the regular internal audit</li> <li>10. Conduct training programmes for junior students for placement and endeavour to secure 100% placement for final year students</li> <li>11. Conduct one Faculty Development Programme per Semester per Department</li> <li>12. Secure 100% admission in all the Programmes of study</li> <li>13. Implement revised curriculum for the B. Tech Programmes</li> <li>14. Strengthen International relations and collaborative research/ exchange programmes</li> <li>15. Create Deanship for Alumni Matters and strengthen Alumni relations portfolio</li> <li>16. Develop playfields for more games like Lawn Tennis, Squash, etc.</li> <li>17. Modernize the UG laboratories of the major Departments to cover advanced topics as required in the revised curriculum.</li> <li>18. Enable students to work outside Kerala and India and have courses that offer flexibility to PG students.</li> <li>19. Adoption of NEP 2020 may be added.</li> </ol> <p>Mr. Jerin Chacko, an external member congratulated the team for the detailed report and action plan and had given the concurrence.</p>	
8.	Review of IQAC Calendar for the year 2023-2024	IQAC activities from June 2023 to Dec 2023 was presented by the IQAC Coordinator along with the Calendar 2023-2024.	All members

7.	Any other Matter	Mr. Thomaskutty Kochukunju, Vice President of PTA executive committee and an external member of IQAC suggested to concentrate more on the fourteenth point of the Action Plan to Strengthen International relations and collaborative research / exchange programmes and to assign someone to work full time in this area and sign more MoUs and agreements. Also suggested to explore funds from IMO, WHO etc.	All members
8.	Vote of Thanks	The IQAC Coordinator proposed the Vote of Thanks to all the IQAC members for their valuable presence and for the valuable suggestions.	

Members attended online:

A	B	C	D	E	F
First name	Last name	Email	Duration	Time joined	Time exited
DEEPA	A K	deep*****@***.com	1 hr 13 min	2:58 PM	4:21 PM
Thomas	Ambazhavelil	thom*****@***.com	1 hr 23 min	2:58 PM	4:21 PM
Jerin	Chacko	jer*****@***.com	1 hr 24 min	2:57 PM	4:21 PM
raju	gopal	kgra**@***.com	25 sec	2:55 PM	2:56 PM
MBCET	IQAC	iqac@mbcet.ac.in	1 hr 31 min	2:52 PM	4:23 PM
ITMS	MBCET	itmsmbcet@mbcet.ac.in	1 hr 31 min	2:51 PM	4:22 PM
Jayashree	MJ	jayashree.mj@mbcet.ac.in	1 hr 30 min	2:51 PM	4:21 PM
Biju	Philip	phil*****@***.com	18 min	3:01 PM	3:20 PM

Meeting adjourned at 4.15 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.