	Mar Baselios Christian College of Engineering and Technology Kuttikanam, Peermade-685531

Internal Quality Assurance Cell

Minutes of Meeting

Agenda:

1. Approval of Agenda.
2. Confirmation of the minutes of the previous IQAC meeting.
3. Implementation of Linways Learning management system foe academics
4. Progress of NBA Works and SAR submission of for CSE & ECE Departments.
5. Discussion on the external audit and actions to be taken.
6. Activation of all department wise Professional bodies.
7. MOOC Courses.

Members Attended:

1	Dr V.I George	Chairman	
2	Mr. Prince Varghese, Director	Member	
3	Prof. Elias Janson Vice Principal	Member	
4	Fr.Sajin Sabu Pattathil, Student Advisor and Chaplain	Member	
5	Prof. Resmara S, HoD/EEE	IQAC Co - coordinator	
6	Prof. Manikandan S, FCP, External affairs	Member	
7	Prof. Snehapriya Sebastian, FCP Internal Affairs	Member	
8	Dr. Kamalakannan S, Prof. In Charge Research and Consultancy	Member	
9	Prof.Annie Chacko, HOD CSE	Member	
10	Prof.Anu Mary Mathew, HOD ECE	Member	
11	Prof. Mintu Sara George, HOD CE	Member	
12	Prof. Biju Chacko, HOD ME	Member	
13	Prof. Rengitha M.Thomas, HOD SH	Member	
14	Prof. Almaria Joseph AP/ECE	Member	
15	Prof. Owsu Kurian, AP/CE	Member	
16	Prof. Jino Mathew, AP/ME	Member	
17	Prof.Detty MPanicker,AP CSE	Member	

18	Prof.Minnu Mraiam Jacob AP SH	Member	
19	Prof. Venma Prabhash AP EE	Member	
20	Dr..David K Daniel	Management Representatie	
21	Mr. Viju. P. Chacko	Local Society Representative	
22	Mr. Shon Gregory Joy	Students Representative	
23	Mr. Elias Thomas Kaloor	Alumni Representative	
24	Mr. Abraham Kuriakose Omathil	Industrial Representative	
25	Mr. Sunny Joseph	PTA Representative	

Sl.No	Particulars	Points Discussed	Decision Taken	Action Required	Responsibility	Target Date
1	Approval of Agenda		Accepted			
2	Confirmation of Minutes of the previous IQAC Meeting		Decided to monitor the academics of the students and encourage students in attending MOOC courses in the all departments	No Pending action.		
3.	Implementation of Linways academic software		Decided to give online and offline training sessions to faculty members regarding the use of Linways LMS tool for the smooth		Respective HoDs and all faculty members	10-04-2024

			preparation of NBA(OBE based) and NAAC related documents.			
4.	Progress of NBA Works for CSE & ECE Departments.		Decided to give instruction to NBA Coordinators of ECE and CSE departments to update and submit all the necessary criteria wise documents and SAR should be submitted by September 2024.		NBA coordinators of the respective department.	05-08-2024
5.	Discussion on the external audit and actions to be taken.		Informed to all the department HODs to rectify the comments and suggestions given by external auditors in previous audit and ensure that all KTU audit files are updated.		Head of the Department	10-03-2024
6.	Activation of all department wise		Instructed all HoDs to ensure that the		HoDs of all departments.	

	Professional bodies.		respective department wise professional societies are active by conducting more programs.		
7.	MOOC Courses.		Decided to give instruction to all HoDs to encourage more faculty members as well as students of their department in attending NPTEL courses and obtaining certifications.		MOOC Courses Coordinator	
8.	Meeting Concluded with Thank You Note.				