


ACTION TAKEN REPORT

DATE: 06.01.2020, Monday

Time: 12.45 pm.

Venue: Conference Hall

Points Discussed	Action Taken
Interim report on departmental activities.	Will be furnished by each department.
NAAC mock team visit.	Arrangements were made and various committees formed for the effective conduct of Mock visit.
NAAC Peer team visit.	For NAAC peer team visit scheduled for 23 rd & 24 th January 2020, All the required arrangements will be made at institute level and department level. Presentations will be scrutinised and finalised, taking in to account the feedback of NAAC mock visit team.
University valuation camp.	Proper participation of faculty will be ensured for the university centralised valuation camp.


Dr. Deviprasad Varma

IQAC Co-ordinator

ACTION TAKEN REPORT

Date: 06/03/2020, Monday

Time: 02:00 pm

Venue: IQAC Room MBITS


Points Discussed	Action Taken
Administrative and Academic Auditing.	Prepared a draft format of Department Appraisal for each department. Asst. Prof. Thomas George is the in-charge for the preparation.
Decided to start training placement for 2 nd and 3 rd semester students.	Placement and Training Cell officer Mr. Jenty Joy has been instructed to prepare a plan for the current year.
Decided to submit proposal for NAAC sponsored seminar.	Application submitted for the NAAC sponsored two=day seminar by IQAC. The proposed month of the seminar is on December,2020.
Decided to conduct all staff meeting to address about AQAR preparation and maintenance of all general and criteria wise files of NAAC.	Due to Covid'19 Pandemic we were not able to conduct the all staff meeting. All staff members are instructed to continue the document preparations as before.

ACTION TAKEN REPORT

Date: 09/03/2020, Monday

Time: 01:00 pm

Venue: Google meet: Meeting URL: <https://meet.google.com/bgr-ouky-nit>

Points Discussed	Action Taken																																		
Decided to form a committee for online activities of the college in case of Covid'19 Pandemic. The Committee should contain Chair, Convenor, Joint Convenor, leads and members from each department and also from ERP, technical, digital media and public relations.	<p>Formulated a committee called E4IC</p> <div style="text-align: center;">  <p>MBITS MAR BASELIOS INSTITUTE OF TECHNOLOGY AND SCIENCE <small>Affiliated to APJ Abdul Kalam Technological University, Kerala & approved by AICTE, New Delhi Nellimattom P.O, Kothamangalam, Ernakulam District, Kerala-686 693, India www.mbits.edu.in info@mbits.edu.in 0485-283 7801 (30 lines) 0485-283 7830 Under the auspices of Mar Thoma Cheria Pally, Kothamangalam</small></p> </div> <p style="text-align: center;">E4IC/2020/1401/ 20th March, 2020</p> <p style="text-align: center;">Notice</p> <p>Sub: Education 4.0 Implementation Committee (E4IC)</p> <p>We are extremely pleased to nominate "Education 4.0 implementation Committee" (E4IC) for realizing various objectives of Education 4.0, based on the proposal from IQAC on 09.03.2020 and recommendation of Academic Committee on 16.03.2020 and 18.03.2020.</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>1. Dr. P Sojan Lal, Principal</td><td style="text-align: right;">- Chair</td></tr> <tr><td>2. Mr. Jinto Mathew, Asst. Professor, ECE</td><td style="text-align: right;">- Convener</td></tr> <tr><td>3. Mr. Nedheesh Eldho Baby, Asst. Professor, ME</td><td style="text-align: right;">- Joint Convenor</td></tr> <tr><td>4. Mrs. Geethu Shanmughan, Asst. Professor, CE</td><td style="text-align: right;">- Dept. Lead</td></tr> <tr><td>5. Mr. Jobin Joy, Asst. Professor, ME</td><td style="text-align: right;">- Dept. Lead</td></tr> <tr><td>6. Mr. Paul Mathews, Asst. Professor, ECE</td><td style="text-align: right;">- Dept. Lead</td></tr> <tr><td>7. Mrs. Teena Skaria, Asst. Professor, CSE</td><td style="text-align: right;">- Dept. Lead</td></tr> <tr><td>8. Mr. Basil Kumar N K, Asst. Professor, EEE</td><td style="text-align: right;">- Dept. Lead</td></tr> <tr><td>9. Mr. Eldho Paul, Asst. Professor, S&H</td><td style="text-align: right;">- Dept. Lead</td></tr> <tr><td>10. Mrs. Ammu Thomas, Asst. Professor, CE</td><td style="text-align: right;">- Member</td></tr> <tr><td>11. Mrs. Mintu Thomas, Asst. Professor, CSE</td><td style="text-align: right;">- Member</td></tr> <tr><td>12. Mrs. Renu Mary George, Asst. Professor, EEE</td><td style="text-align: right;">- Member</td></tr> <tr><td>13. Mr. Vipin Jacob, Asst. Professor, S&H</td><td style="text-align: right;">- Member</td></tr> <tr><td>14. Mr. Jimson Varghese, Asst. Professor, EEE</td><td style="text-align: right;">- ERP</td></tr> <tr><td>15. Mr. Eldhose Varghese, System Administrator</td><td style="text-align: right;">- Technical Lead</td></tr> <tr><td>16. Mr. Eldhose Lomy, Asst. Professor, ME</td><td style="text-align: right;">- Digital Media Lead</td></tr> <tr><td>17. Mr. Shiju Ramachandran, Asst. Professor, EEE</td><td style="text-align: right;">- Public Relations Lead</td></tr> </table> <p>E4IC shall be laying a strong pathway to Industry 4.0, through Education 4.0.</p> <p style="text-align: center;">Principal (Dr. P Sojan Lal)</p> <p style="text-align: center;">To Team Members To All staff & students by e-mail/ e-tive</p> <p style="text-align: center;">Copy to : 1. HODs 2. Dean (Academic) 3. Dean (P &D) 4. IQAC Coordinator 5. Notice Board</p>	1. Dr. P Sojan Lal, Principal	- Chair	2. Mr. Jinto Mathew, Asst. Professor, ECE	- Convener	3. Mr. Nedheesh Eldho Baby, Asst. Professor, ME	- Joint Convenor	4. Mrs. Geethu Shanmughan, Asst. Professor, CE	- Dept. Lead	5. Mr. Jobin Joy, Asst. Professor, ME	- Dept. Lead	6. Mr. Paul Mathews, Asst. Professor, ECE	- Dept. Lead	7. Mrs. Teena Skaria, Asst. Professor, CSE	- Dept. Lead	8. Mr. Basil Kumar N K, Asst. Professor, EEE	- Dept. Lead	9. Mr. Eldho Paul, Asst. Professor, S&H	- Dept. Lead	10. Mrs. Ammu Thomas, Asst. Professor, CE	- Member	11. Mrs. Mintu Thomas, Asst. Professor, CSE	- Member	12. Mrs. Renu Mary George, Asst. Professor, EEE	- Member	13. Mr. Vipin Jacob, Asst. Professor, S&H	- Member	14. Mr. Jimson Varghese, Asst. Professor, EEE	- ERP	15. Mr. Eldhose Varghese, System Administrator	- Technical Lead	16. Mr. Eldhose Lomy, Asst. Professor, ME	- Digital Media Lead	17. Mr. Shiju Ramachandran, Asst. Professor, EEE	- Public Relations Lead
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Decided to apply for UGC 12B and 2F.	Gave the charge to apply for UGC 12B and 2F to Dr. Solly George, Dean Planning and Development and Naveen B Parapatt, AP, Dept. of ME.																																		
Decided to give instructions to all departments for conducting one day seminar and 3 days FDP during the semester break of current academic year.	<p>Conducted one day webinars by IQAC:</p> <ol style="list-style-type: none"> 1. One Day National Webinar on UGC NAAC Teaching Learning Excellence by IQAC and Covid'19 Cell 2. One day National Webinar on The Future of 																																		

	<p>Engineering Education by IQAC and Covid'19 Cell</p> <ol style="list-style-type: none">3. One day National Webinar on How to write a Research Paper? by IQAC and Covid'19 Cell4. One day National Webinar on How to get Research Grants from UGC, AICTE by Department of Science and Humanities and Covid'19 Cell5. Three day Webinar Pedagogy to Panic-gogy Technology to Recover Back by Department of Electronics and Communication.
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ACTION TAKEN REPORT

Date: 16/06/2020, Tuesday

Time: 11:00 am

Venue: Google meet: Meeting URL: <https://meet.google.com/bgr-ouky-nit>


Points Discussed	Action Taken
<p>Conduction of 3 days Webinar by IQAC</p>	<p>Conducted a three-day International Webinar on Communicative English Skills for Engineering Students and Faculty on 28th - 30th June, 2020.</p> 

ACTION TAKEN REPORT

Date: 12/10/2020, Monday

Time: 03:15 pm

Venue: Google meet: Meeting URL: <https://meet.google.com/puu-rgny-muc>

Points Discussed	Action Taken								
Discussed about the department appraisal format. Decided to add webinars along with conferences.	Corrections told during the discussions were incorporated by Asst. Prof. Thomas George and further discussion planned on next meeting planned on 19-10-2020.								
Decided to give instructions to all department to conduct more online programs through Zoom platform.	Dept of CSE conducted a one-day National Webinar on #Future on 23/10/2020 from 2:30pm to 4:00pm. Instructed all departments to plan similar sessions.								
Discussed about AQAR submission on December.	Decided to prepare a draft of AQAR by last of December.								
Discussed about conducting PTA meeting in Zoom platform from 2 to 3 pm on October last week. Schedule of PTA meeting for S3, S5 and S7 was also discussed. And thereafter to conduct department PTA meeting of all semesters in Google meet platform on 27 th , 28 th and 30 th October 2020 respectively after the common meeting.	<p style="text-align: center;">PTA meeting for S3,S5,S7 B Tech (Online through Zoom) inbox x</p> <p> Dr. P. Sojan Lal (Principal) <principal@mbits.ac.in> to faculty, academic.committee, Cerin</p> <p style="text-align: right;">Tue, 20 Oct, 16:36 (6 days ago) ☆ ↶ ⋮</p> <p>Please be informed that virtual PTA meeting for S₃,S₅,S₇ B Tech students is planned to conduct on 27th, 28th, 30th October2020 from 2.00 PM to 4.00 PM. The formal General meeting will be through Zoom and thereafter the class wise meetings will be through the respective LMS classrooms Via Google Meet.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Class</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>S₃</td> <td>27/10/2020</td> </tr> <tr> <td>S₅</td> <td>28/10/2020</td> </tr> <tr> <td>S₇</td> <td>30/10/2020</td> </tr> </tbody> </table> <p>Respective HODs/ Department Coordinators may please make the arrangements for the department meeting.</p> <p>PTA Team: Mrs. Cerin C George, Assistant Professor, S&H/PTA in-charge, for general PTA Meeting coordination)</p> <p>Dept Coordinators: Mrs. Mercy George, Assistant Professor, ECE (PTA joint in-charge) Mrs. Manju George, Assistant Professor,CE Mr. Sajuhaneef, Assistant Professor ME Mrs. Bonia Jose, Assistant Professor ,CSE Mrs. Minu Mary Mathew, Assistant Professor, EEE</p> <p style="text-align: center;">Thanks & Best Regards</p>	Class	Date	S ₃	27/10/2020	S ₅	28/10/2020	S ₇	30/10/2020
Class	Date								
S ₃	27/10/2020								
S ₅	28/10/2020								
S ₇	30/10/2020								
Decided to submit the report of all activities conducted by college and department.	All the committees are instructed to submit their activity reports for 2019-2020 academic year and also for the ongoing academic year till date of submission of Report.								
Decided to give instructions to all departments for conducting one day seminar and 3 days	Other than 5 webinars mentioned in ATR on 6/03/2020, conducted 5 more webinar. 1. International Webinar on Communicative English Skills								

<p>FDP during the semester break of current academic year. (Action Taken Report Continuation-6th March 2020)</p>	<p>for Engineering Students and Faculty, by IQAC and Covid'19 Cell</p> <ol style="list-style-type: none"> 2. Three day International Webinar on Role of Civil Engineers for Sustainable Development by Department of Civil Engineering and Covid'19 Cell. 3. Three day International Webinar on Professional Development of Women Engineers by Women Cell of MBITS and Covid'19 Cell 4. Three day FDP on Outcome Based Education (OBE) in Higher Education Sector by Department of Electrical and Electronics Engineering and Covid'19 Cell. 5. Three day International Webinar on How to turn Engineers to Entrepreneurs by IEDC Cell of MBITS and Covid'19 cell.
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ACTION TAKEN REPORT

Date: 19/10/2020, Monday

Time: 04:00 pm

Venue: Google meet: Meeting URL: <https://meet.google.com/puu-rgny-muc>

Points Discussed	Action Taken
Department appraisal.	Finalized the department appraisal format and decided to give instructions to departments to fill it and complete all department files for the proofs to support AQAR. Suggested to Academic committee to discuss in their meeting and finalize the date of submission preferably by December.
Discussed about general guidelines and conduct of internal auditing.	Dept of CSE conducted a one-day seminar on #Future on 23/10/2020 from 2:30pm to 4:00pm. Instructed all departments to plan similar sessions.
Discussed about the conduct of internal audit in the last week of October and suggested to give charge of internal audit to Prof. Shiney Varghese (Internal Audit Coordinator)	Instructed the Internal Audit Cell to perform the academic audit before 30 th of October 2020 and to hand over the report to IQAC before 1 st November,2020. Also included IQAC members in the Audit Committee.
4. Decided to conduct the placement training for second and third year students by Training and Placement Cell other than regular class time.	Training and Placement activities for the academic year 2020-2021 are scheduled in online mode from 27-10-2020 to 02-12-2020. Detained schedule is published to students.
5. Decided to conduct Parent's feedback in	Parents feed back form with queries both in English and Malayalam is prepared and handed over to PTA meeting incharge Ms. Cerin C George and instructed all Faculty

<p>online mode.</p> <p>Decided to create a Google form for PTA feedback with queries both in Malayalam and English.</p>	<p>Advisors to conduct the feedback during Department wise PTA meeting.</p>
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ACTION TAKEN REPORT

Date: 02/11/2020, Monday

Time: 04:00 pm

Venue: Google meet: Meeting URL: <https://meet.google.com/rjs-qick-vex>

Points Discussed	Action Taken
1. Discussed about the theme and subthemes of NAAC sponsored seminar	Topic for NAAC sponsored seminar is decided as "Quality enhancement in Higher Education Institutions". Decided to conduct the NAAC sponsored seminar on 10th & 11th of Decemer 2020. Discussed and finalized about some of keynote speakers for the program
2. Discussed about the progress of Internal Auditing.	Instructed the Internal Audit Cell to perform the academic audit before 2 nd of Novemer 2020 and to hand over the report to IQAC before 7 th November,2020.
3. Discussed about the faculty feedback form and also the response of parents feedback.	Feedback taken through google form on Novemer 5 & 6 coordinated by staff advisors if S3, S5 & S7 students
4. Discussed about the progress of online placement training Discussed about the progress of online placement training.	Training and Placement activities for the academic year 2020- 2021 are conducted in online mode from 27-10-2020 to 02-12- 2020.
5. Decided to call the students those who didn't attend the training program regularly and tell them about the importance of attending such programs.	Staff advisors called the students those who didn't attend the training program regularly from 27-10-2020 to 02-12-2020.
6. Decided to conduct an advisory committee meeting on this week and prepare minutes for the same.	Done in proper manner through advisory committee members in each department for S3 students

7. Decided to finalize the nominee in place of Dr. Roy N Mathews in the Academic Committee Meeting (HOD Meeting)

Mr. Nedheesh Eldho Baby, Asst. Professor ME is substituted as H.O.D (ME) with effect from 2/11/2020.

ACTION TAKEN REPORT

Date: 23/11/2020, Monday

Time: 2:30 pm

Venue: Google meet (LMS Platform)

Points Discussed	Action Taken
1. Finalised the brochure & the duty list NAAC sponsored webinar.	NAAC sponsored Webinar on “Quality enhancement in Higher Education Institutions” decided to conduct on 10th & 11th of Decemer 2020. The chief guest of the webinar is Prof. Dr. M.P. Poonia, Vice Chairman, AICTE. Also various sessions of the webinar will be handled by eminent resource persons in and around the country.
2. Preliminary discussion is done about the procedure and format for duty handover. Asst. Professor Susanna M Santhosh and Asst. Prof. Deepthy Varkey was given in-charge.	As per the recommendation of IQAC, duties and responsibilities handing over form is circulated on 30 th Nov.2020. All staff members are directed to hand over their duties while relieving from their responsibilities.
3. Decided to conduct an IQAC meeting will all IQAC members on 30/11/2020 (Monday) at 2.30 pm.	IQAC meeting with all IQAC members conducted on 30 th November 2020.
4. Decided to finalise the department appraisal form and circulate the same to all departments.	As per the recommendation of IQAC, all departments submitted the annual departmental appraisal in the prescribed format on 15 th December 2020.
5. Decided to circulate the AICTE funding schemes for various programs to faculties to register.	All H.O.D and staff members are advised to go through the schemes and submit the proposals before the closing dates of various AICTE funding schemes

ACTION TAKEN REPORT

Date: 30/11/2020, Monday

Time: 2:30 pm

Venue: Zoom Platform

Points Discussed	Action Taken
1. Decided to ensure maximum participation for NAAC sponsored webinar conducted by IQAC.	NAAC sponsored Webinar on “Quality enhancement in Higher Education Institutions” conducted on 10th & 11th of December 2020. The chief guest of the webinar is Prof. Dr. M.P. Poonia, Vice Chairman, AICTE. Also various sessions of the webinar handled by eminent resource persons in and around the country.
2. Student coordinators suggested to arrange a meeting of all final year students and to explain them about the internships and its importance.	IQAC coordinator motivated the students to do their summer internships and projects in premiere institute like NITs, IITs etc. This message is conveyed to students of final year through H.O.D of various departments
3. Decided to give recorded videos of teaching to students to resolve connectivity issues of students.	Connectivity issues of students conveyed to staff members and instructed to give recorded videos for helping students