

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING MINUTES

Date: 06.01.2020, Monday

Time: 12.45 pm

Venue: Conference Hall

Agenda

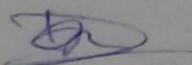
1. Plan the activities for the semester.
2. Discuss about NAAC mock visit on 09.01.2020 & 10.01.2020.
3. Preparation for NAAC peer team visit on 23rd&24thJanuary 2020.
4. Any other matter of relevance.

Discussions

1. Departmental activities not completed during even semester will be completed by the odd semester.
2. Arrangements to be made for NAAC mock visit by Dr. B. Madhukar and Dr. Jagathy RAj V on 9th & 10th January 2020.
3. Critical comments by the visiting team and their feedbacks are to be considered for the effective conduct of peer team visit scheduled for January 23rd & 24th 2020.
4. Starting of even semester classes.

Decision

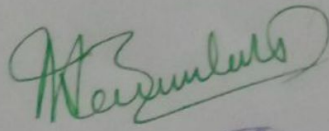
1. Interim report on departmental activities to be obtained from HOD's.
2. For co-ordinating NAAC team visit, committees were formed.
3. University valuation camp and even semester class have to go simultaneously. So arrangements are to be made for the same, by the respective departments.


Dr.Deviprasad Varma

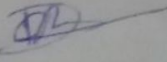
IQAC Co-ordinator

Members Present

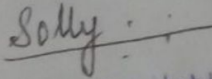
Dr.P Sojan lal, Principal



Dr. Deviprasad Varma, IQAC Co-ordinator



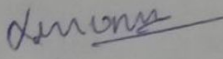
Dr.Solly George,Joint Co-ordinator




Mr.Binu Kaippillil,Secretary,MBITS

Not Available

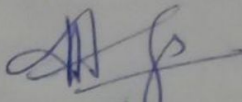
Dr. Roy N Mathews



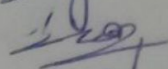
Prof. Johny Joseph



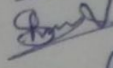
Prof. M. V Aleyas



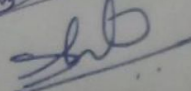
Prof. Leena Thomas



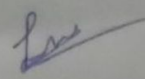
Prof. Shiney Varghese



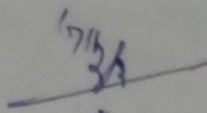
Asst. Prof. Midhun Mathew



Asst. Prof. Siju Jacob

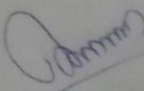


Mr. Mathew Varghese (A.O)

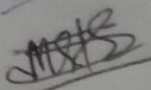


Asst Prof. Anoop Sankar

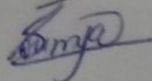
Asst. Prof. Thomas George



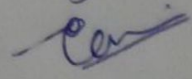
Asst. Prof. Sussana M Santhosh



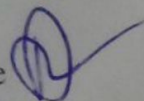
Asst. Prof. Soumya Markose



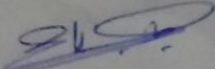
Asst. Prof. Cerin C George



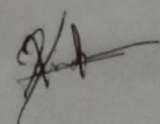
Asst. Prof. Anna M Thomas, Alumni Representative



Er.Eldhose P Mathew,CEO,Csharks



Mr. Varudev Parathaporn (Union Chairman)



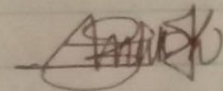
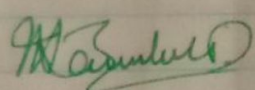
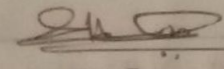
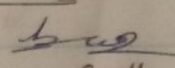
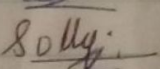
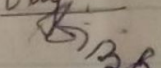
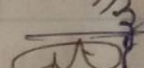

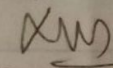
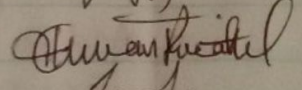
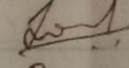
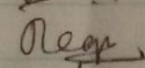
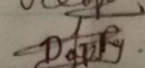
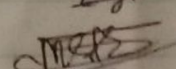
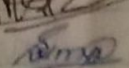
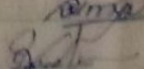
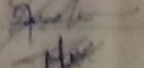
IQAC Committee Meeting

Date : 6-03-2020
 Time : 2pm - 3:30 pm
 Venue : IQAC Room

Agenda :

1. IQAC & its roles specific to MBITS
2. Analysis of the SWOC given by the NAAC peer team.
3. Analysis of the Metric wise score report given by NAAC
4. Refining the SWOC
5. AQAR, preparation format and submission - activities - activities of the department, cells, clubs and committees.

Attendance

Binu Kaipillil		
Dr. P. SOHAN LAL		
Eldhose P. Mathew		
Prof. Leena Thomas Dean (AC)		
Dr. Solly George	IQAC COORDINATOR	
Mathew Varghese	Chief Administrator	
Nedheesh Eltho Baly	Asst. Professor ME	
JENTY JOY	T&P	
Dr Roy N Mathews	HOD ME	
Kurion Parecattil	Parent Rep.	
JOSEPH RENJIT G CHELAD	ALUMINI REP.	
Deepa K Mathia	Truck instructor	
Duply Vashy	AP, CE	
Susanna M. Santhosh.	Member, AP, Dept of CSE	
Sourmya Marikose	Member, AP, Dept of EEE	
Vandeev Pothappan	Student rep, chairman	
Devapriya Vinod	Student rep, vice chairman	

Minutes of the Meeting

Discussion:

- Welcome address by the IQAC chairperson, Dr. P. Sojan Lal, Principal
- IQAC & its roles specific to MBITS - addressed by IQAC coordinator, Dr. Solly George (Prof, CE & Dean P&D)
 - * Introduced all the committee members.
 - * Discussed the suggestions send through email by Miss Retha Mammen (Image Infosystems, Employee's Nominee).
 - The email covered about the
 - (1) need of increase in focus on the "Employability" of the students,
 - (2) building a branding for the college in industries.
 - (3) Development of soft skills for the graduates
 - (4) Professional Ethics.
 - * Various duties were assigned to each member of IQAC
- Address by the Management Representative, Mrs. Bonu Kaipollil (Secretary MBITS).
 - * Suggested about the need of a joint coordinator for IQAC.
- Address by Industrialists Nominee, Er. Eldhore P Mathew (CEO, CSharks).
 - * Discussed about the need of softskill training for students.
 - * Need of MOCK Interviews for students.
- Senior Administrative Officer, Mrs. Jenty Joy (TRP officer) addressed about the lack of softskill in students. Also spoke about the need of Aptitude training.

- PTA Representative, Mr. Kurian Parecathil (PTA Exec. Committee Member), told that ~~the~~ during the meeting with NAAC peer team, they enquired about the placement training including softskills to the students. He suggested that talks by eminent personalities will encourage the students.
 - Alumni Representative, Mr. Joseph Renjith. G. Chelad, suggested about utilizing Alumni fund for GRATE coaching.
 - Thomas George, Faculty Representative, suggested to conduct special aptitude training for advanced learners additional to regular training. Nedheesh Eldho Baby also commented the same.
 - Prof. Leena Thomas, Senior Administrative Officer, gave the analysis of the SWOC and Metric wise report given by NAAC.
 - Student representatives suggested to organize an interaction with alumni about the need of GRATE coaching to motivate the students.
 - Dr. Roy. N. Mathus (HOD, ME) gave the vote of thanks.
- The meeting was adjourned with tea & snacks.

Decision:

- IQAC Committee meeting is decided to be conducted twice in a semester.
- Duties assigned to members.
 1. Academic Auditing - Prof. Shirey Varghese
 2. Administrative Auditing & reports of various clubs } - Thomas George & Soumya Marikose
 3. Policy Manual - Soumya Marikose
 4. Feed back - Nedheesh Eldho Baby & Mahesh K.M.

5. Green Auditing - Mahesh S & Deepa Mathai
6. Research Promotion, STTPs, FDPs - Deepthy Varkey
7. Student Internships & Scholarships - Deepthy Varkey, Vasudev prathapan, Devapriya Vinod.
8. Quality Initiative programmes, AQAR submission - Susanna. M. Santhosh.
9. Skilling & Employability - Jenty Joy.
10. General & Criteria files for SSR - present criteria heads & team.
11. Plan for 2020-2021 - IQAC, Department.

- Miss Susanna. M. Santhosh (AP, CSE) is assigned as the Joint Coordinator of IQAC.
- Decided to start training for placement from second year onwards. A team from each class to be selected to prepare & conduct Aptitude & Softskill training.
- Decided to arrange an Alumni interaction with students to motivate them.
- Decided to submit a proposal to NAAC for financial assistance for conducting a Two day seminar on Quality Enhancement in HEIs during December 2020.
- Decided to conduct an all staff meeting to address them about AQAR preparation & maintenance of all General & Criteria wire files.

Solly -

Dr Solly George
IQAC Co-ordinator.



IQAC MEETING MINUTES

Date: 09/03/2020, Monday

Time: 1.00 PM

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










Agenda:

1. Committee formation for Online activities of the college in case of Covid'19 pandemic.
2. Application for UGC 12B and 2F.
3. Conduction of Seminars and FDPs during semester break.

Attendance:

Total present: 9

IN CALL

	Susanna M Santhosh (You)		
	Prof. Leena Thomas	...	⋮
	Dr. P. Sojan Lal (Princi...	...	⋮
	Soumya Markose	✂	⋮
	Thomas George	✂	⋮
	Deepthy Varkey	✂	⋮
	Mahesh S	✂	⋮
	Dr. Solly George	...	⋮
	JENTY JOY	✂	⋮

Discussions and Decisions:

1. 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.
2. Decided to apply for UGC 12B and 2F.
3. Decided to give instructions to all departments for conducting one day seminar and 3 days FDP during the semester break of current academic year.



IQAC MEETING MINUTES

Date: 16/06/2020, Tuesday

Time: 11.00

AM

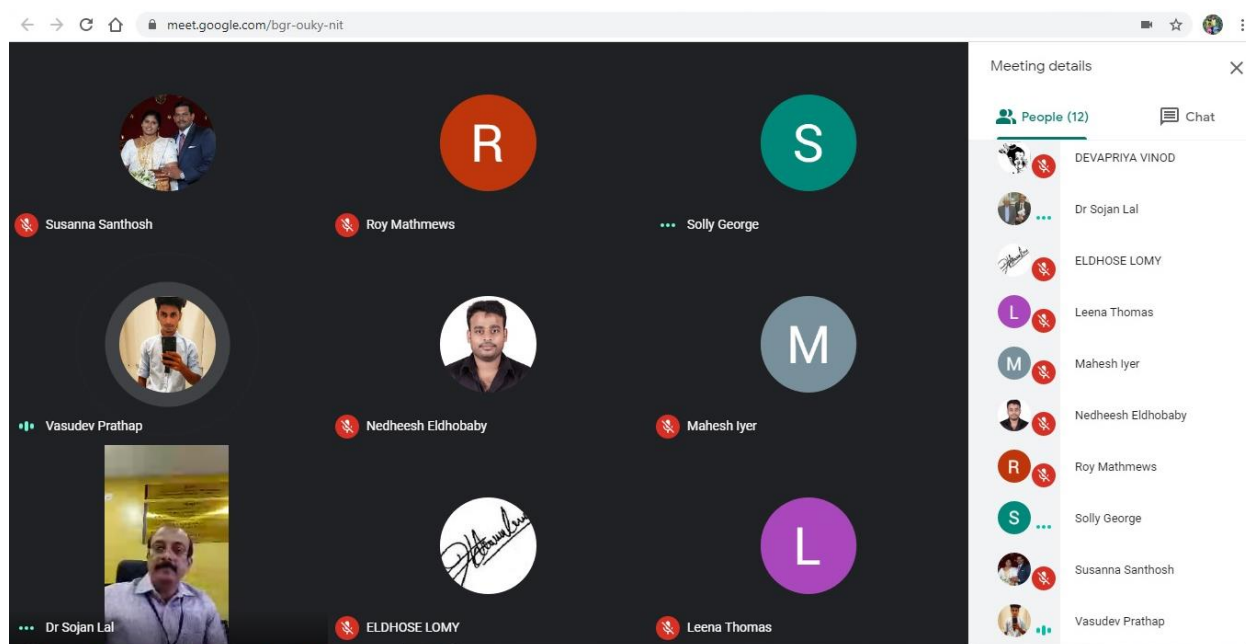
Venue: Google Meet: Meeting URL: <https://meet.google.com/bgr-ouky-nit>

Agenda:

Conduction of 3 days Webinar by IQAC

Attendance:

Total present: 12



Discussions and Decisions:

1. Decided to conduct 3 days webinar by IQAC on June last week through Zoom Platform.
2. Discussed about the topics for 3 days webinar.
3. Took suggestions from student representatives Vasudev and Devapriya about the topics discussed during Webinar.

4. Topics suggested by students are "How to handle pupils in different group", "How to manage crowd", "How to handle stage fear", "How to face an interview-postures and gestures to be followed in interview"," Vocabulary used to send an e-mail, both formal and informal".
5. Decided to select speakers from Premier Institute such as IITs, NITs, ISRO, English and Foreign Language Universities and also from Industries such as Infosys, TCS Amazon etc on each day.
6. Principal suggested Dr. M.S Rajasree, Vice Chancellor, KTU for the Inaugural address and Dr. S. Somanath, Director VSSC, ISRO as the Chief Guest.
7. Decided to distribute registration form and also to give certificates for all participants after filling the feedback form.
8. Decided to select the dates of webinar without affecting the final year exam of students as students are the prime stakeholders of the webinar.
9. Dr. Solly George proposed the vote of thanks.



IQAC MEETING MINUTES

Date:12/10/2020, Monday

Time:3.15 PM

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










Agenda:

1. AQAR Preparation
2. Reports of all activities conducted by the college/ department/ committee during this year
3. Conducting the pending webinars, especially by CSE & ME
4. Finalization of AQAR- Department Appraisal format
5. Collecting the activities of department/committee in the department appraisal format created by IQAC

Attendance:

Total present: 9

IN CALL

- | | | | |
|---|-----------------------------|-----|---|
|  | Susanna M Santhosh (You) | | |
|  | Dr. P. Sojan Lal (Princi... | ... | ⋮ |
|  | Thomas George | 🔇 | ⋮ |
|  | Dr. Solly George | ... | ⋮ |
|  | Prof. Leena Thomas | ... | ⋮ |
|  | Dr. Roy N Nathews | 🔇 | ⋮ |
|  | JENTY JOY | ... | ⋮ |
|  | Soumya Markose | 🔇 | ⋮ |
|  | deepthy varkey | ... | ⋮ |
-

Discussions and Decisions:

1. Discussed about the department appraisal format. Decided to add webinars along with conferences.
2. Decided to give instructions to all department to conduct more online programs through Zoom platform.
3. Discussed about AQAR submission on December.
4. 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.
5. Decided to conduct department PTA meeting of all semesters in Google meet platform on 27th, 28th and 30th October 2020 respectively after the common meeting.
6. Decided to submit the report of all activities conducted by college and department.
7. Decided to conduct the IQAC committee meeting every week.



IQAC MEETING

Minutes

Date: 19/10/2020, Monday

Time: 4.00 PM

Venue: Google meet












Agenda:

1. Department Appraisal finalization
2. To finalize NAAC Committee's role for AQAR preparation- file updation.
3. Academic auditing
4. Stakeholders feedback

Attendance:

Total present: 9

IN CALL

	Susanna M Santhosh (You)		
	Prof. Leena Thomas	...	⋮
	Dr. P. Sojan Lal (Princi...	...	⋮
	Soumya Markose	✂	⋮
	Susanna M Santhosh	✂	⋮
	Thomas George	...	⋮
	Thomas George	✂	⋮
	Deepthy Varkey	✂	⋮
	Mahesh S	✂	⋮
	Dr. Solly George	...	⋮
	JENTY JOY	✂	⋮

Discussions and Decisions:

1. Finalized the department appraisal.
2. Discussed about general guidelines and conduct of internal auditing.
3. 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)
4. Decided to conduct the placement training for second and third year students by Training and Placement Cell other than regular class time.
5. Decided to conduct Parent's feedback in online mode.
6. Decided to create a Google form for PTA feedback with queries both in Malayalam and English.
7. Decided to reform the NAAC Criteria and Department Committees for the preparation of SSR to support AQAR of the academic year (2019-2020)



IQAC MEETING

Minutes

Date: 30/11/2020, Monday

Time: 3.00 PM

Venue: Zoom Platform

Agenda:

1. Academic Internal Auditing.
2. Feedback of interaction with students.
3. Summer internship and project work in premier institute like NIT, IIT etc.
4. Motivation to training for better placement of students.
5. NAAC sponsored webinar.
6. PTA meeting feedback.
7. Feedback of online classes.

Attendance:

Total present: 16

The screenshot displays a Zoom meeting in progress. The main window shows a grid of video thumbnails for participants. At the bottom, a control bar includes options for Unmute, Start Video, Participants (16), Chat, Share Screen, Record, Reactions, and Leave. On the right side, a 'Participants (16)' list is visible, containing the following names and icons:

Name	Icon	Audio	Video
SM Soumya Markose (Me)	SM	🔇	📺
Eldhose Varghese (Host)	EV	🔇	📺
Dr Sojan Lal	SL	🔇	📺
DG Dr.Solly George,IQAC Coordinat...	DG	🔇	📺
EM Eldhose Mathew	EM	🔇	📺
JJ Jenty Joy	JJ	🔇	📺
K kurian	K	🔇	📺
AP Asst. Prof. Susanna M Santhosh	AP	🔇	📺
Bonia Jose	B	🔇	📺
DV deepthy varkey	DV	🔇	📺
Devapriya Vinod	DV	🔇	📺
J Joseph	J	🔇	📺
LS Lincy Siju	LS	🔇	📺
NE NEDHEESH E B	NE	🔇	📺

At the bottom of the list, there are buttons for 'Invite', 'Unmute Me', and 'Raise Hand'. The system tray at the bottom right shows the time as 3:13 PM on 11/30/2020.

Discussions and Decisions:

- 1.** Principal welcome all the members to the meeting. He informed about the LMS platform facility for teaching - learning process, student - induction program conducted for 2020- 2024 batch students and other activities in college to all other IQAC members.
- 2.** IQAC Coordinator described about the Online Internal Auditing and feedback of interaction with students.
- 3.** IQAC coordinator motivate the students to do their summer internships and projects in premiere institute like NITs, IITs etc so that they will get a better exposure and she also informed about the criteria , time for applying, duration of the project etc.
- 4.** Placement Cell Officer informed about the importance of internship in premier institutes during placement.
- 5.** Student coordinators suggested to arrange a meeting of all final year students and to explain them about the internships and its importance.
- 6.** Alumni representative told that it is good to do internship in government sectors also.
- 7.** Placement Cell officer explained about the training and placement activities of current year and he told that many of the students are not taking initiative in these activities. He advised students to practice aptitude questions given in the training class daily.
- 8.** PTA representative told that student's attitude must change and more input should come from their side for these activities. He also suggested that team building must be there.
- 9.** Student representatives ensure that they will make a team and crack the aptitude test by practicing more questions in a systematic method.
- 10.** Decided to ensure maximum participation for NAAC sponsored webinar conducted by IQAC.
- 11.** Decided to give recorded videos of teaching to students to resolve connectivity issues of students. Student's suggestions are also incorporated.