

ACTION TAKEN REPORT OF THE IQAC MEETING

on

13/07/2023, Thursday

1) Status of AQAR and NBA preparation

Action Taken: NBA preparation for ECE & CSE Department are in progress and decided to submit the pre-qualifier in April 2024 and to submit the SAR in May 2024.

2) Academic audit for the year 2022-23 (Even semester)

Action Taken: Internal Academic Audit committee analysed the external audit report and the summary of the report was sent to each department for making necessary correction before the next audit. Also, decided to present the detailed external audit report in the IQAC general body meeting.

3) New courses and admission 2023-24

Action Taken: As a result of the initiatives taken by the admission cell to improve the admission for the year 2023-24, the percentage admission improved from 39% to 80%. One B.Tech batch of 60 students in Computer Science and Engineering, One B.Tech batch of 60 students in Computer Science and Engineering (Data Science), One batch of 60 students in Master of Computer Applications and Diploma courses in CE, ME and EEE started in the academic year 2023-24. Also submitted application to KTU to increase the intake from 30 to 60 in Diploma in Mechanical Engineering, to start in Diploma in Automobile Engineering (60 seats) and MBA course in the year 2024-2025.

4) Report on Training and Placement details

Action Taken (a) In the regular Timetable for the academic year 2022-23 (Odd semester), hours are allocated for other activities and for Aptitude Training. Allocated Staff Advisors of corresponding batches for engaging the aptitude hours. Aptitude Training Classes scheduled in the timetable is going on.

(b) As a parallel education to update the knowledge, an agreement has been signed with MSM UNIFY INTERNATIONAL EXPERIENCE CENTRE to provide individuals, Advanced skills-based trainings and virtual internships along with immersion programs that helps the students to get a different perspective.

(c) A soft skill training program was conducted for all final year students on 15th & 16th November 2023, by the training & placement cell, based on the request from students' side.

(5) Suggestions to improve the result and discipline of the college

5.1) To improve the result

Action Taken: (a) Steps were taken to maintain quality than implementing quality. All HoDs were entrusted to maintain quality in teaching, invigilation of examinations and valuation in each department.

(b) Add on Courses offered by various departments.

Sl.No.	Name of Department	Name of course
1	Civil	BIM (Building Information modelling)
2	Mechanical	Machine Shop Technology and CNC tooling
3	Electrical and Electronics	Electric Vehicles
4	Electronics and Communication	Internet of Things (IoT)
5	Computer science and Engineering	1. Google ACE Cloud program 2. AI & ML
6	MCA	1. Entrepreneurship and Innovations in Technology 2. Industrial Readiness Training

(c) Adjunct Faculty

Prof. (Dr.) Dhadesugoor R.Vaman, Professor, TEXAS A&M University System Regents and Chair Professor (Rtd.), Texas Instruments Endowed, is appointed as adjunct faculty in Electronics and Communication Department.

(d) Teachers were directed through heads of department to introduce different Innovative Teaching Methodologies to take class or making student learning a pleasure. Faculty were also asked to document the details in a particular format in the course file. Details attached in course files

(e) To give orientation and motivation for other opportunities and to update the latest needs and technologies, various departments arranged seminars. IQAC in association with Competitive examination cell arranged a seminar on “-Strategies to crack GATE and other competitive examinations” on 30/11/2023.

(f) Special Remedial Classes

Based on the feedback from B.Tech S7/S5 PTA meetings, special remedial classes for supplementary students for attending university supplementary exams in January 2024. Such classes for S5/S7 B. Tech students were conducted from 11th December 2023 onwards based on the subject wise supplementary list of current S5/ S7 B. Tech students from S1 to S4 examinations.

5.2) Improvement in Discipline

Action Taken:

Improvement in mentoring System –

(i) To do and document the mentoring more effectively, **mentoring books** were given to S1 & S3 students. All the guidelines for effective mentoring is also mentioned in the book. File system will be continued for other students

(ii) HoDs along with some staff of various departments were asked to visit the houses of all the students having back papers and attendance shortages. Electrical department has already done and other departments are doing.

6) Appreciation and awards to special students

Action Taken: All the students who got SGPA 10, winners of various national and state level competitions were identified and those students were appreciated in the academic committee meeting. Also appreciation certificates were awarded.

7) Details of strategic planning implementation

Action Taken: The implementation of strategic planning is in progress and Principal and staff in charge reviewed the progress of works and IQAC is planning a review workshop in the month of February 2024.

8) The IQAC action plan

Action Taken : The IQAC action plan for the year 2023-2024 is also progressing.

- (i) Implementation of strategic planning workshop is already mentioned as action 7
- (ii) At present the campus is multidisciplinary with BTech., MTech., MCA and Diploma courses.
- (iii) Proposed to give best project award from 2024 pass out batch onwards
- (iv) Appreciation and awards are awarded to all special students in MBITS day. Mentioned as item 6 of Action plan
- (v) Appreciation awards were given to all the faculty who completed 10 years of service in MBITS. Also, the faculty, Ms. Anjali Krishna G. who completed PhD was appreciated by the management and three increments were given in the salary.
- (vi) MBITS family get together was organized on 11th November 2023. More than 90% of the staff participated with whole family. The function was a grand success and all the staff and their family enjoyed well by involving in the games and cultural programmes. The function closed by 10 pm with a grand dinner
- (vii) Review of quality policy is in discussion.
- (viii) As a part of the installation of solar panels in the campus, BTech EEE students started the work as their final year project work.
- (ix) Details already mentioned Action Taken 1
- (x) Details mentioned as Action Taken 5(1) iv
- (xi) conducted IEEE summit – Signal 2.0, at MBITS on 10th, 11th & 12th November 2023, by ECE Department
- (xii) Details given as Action Taken 4(b)
- (xiv) Decided to revise the rules and regulations of Men's hostel. Mr. Chethan Roy, Chief Warden, Men's hostel, is assigned for the same. Decided to strictly insist study time in Men's hostel, preferably from 8.30 PM to 10.30PM and silence should be maintained during this time.

(xiii) Plagiarism Checking Software Turnitin software access" is activated from 20th September 2023 through APJ Abdul Kalam Technological University, Thiruvananthapuram.

9) Actions Taken on the matters beyond the agenda

(a) Introduction of Innovative Teaching Methodologies

Action Taken: Teachers were directed through heads of department to introduce different Innovative Teaching Methodologies to take class or making student learning a pleasure. Faculty were also asked to document the details in a particular format in the course file. Details attached in course files

(b) Alumni Interaction

Action Taken: To improve the alumni interaction a global alumni meet was organized at parent chapter, Mar Baselios Institute of Technology, Nellimattom on 9th December 2023. The event was a success and alumni from different parts of the world participated.

As a part of Alumni lecture series, lectures by Alumni were arranged in various departments. EEE department arranged a seminar on "Carrer Opportunities" by Mr. Ajai T. Kochupurackal, Electrical Testing and commissioning Engineer, Sigma power services, Australia on 8th November, from CE Department Ms. Minnu Shaji, gave a seminar on "Carrer Opportunities in Germany "

(c) Improve the Industry Institute Interaction

Action Taken: Discussed about the details towards conducting IEEE summit – Signal 2.0, at MBITS on 10th, 11th & 12th November 2023, without affecting the regular classes on 10th

(d) Motivate and Encourage students to do parallel Education

Action Taken: All departments offered various add on courses. Details of courses are mentioned in Table inaction 5.1(a)

(e) Improvement in Hostel facilities

Action Taken: A meeting of girl students was called by the management to discuss about hostel facilities, food, and study time. Food menu changed incorporating the suggestion of students. Also study time revised

(f) Updation of Teachers to Latest Technologies

Action Taken: Teachers were sent to different workshops, Seminars and FDPs.

(g) Plagiarism Checking Software

Action Taken: plagiarism checking software Turnitin software access" is activated from 20th September 2023 through APJ Abdul Kalam Technological University, Thiruvananthapuram.

Sally
24/11/23 DR Sally George
IQAC Co-ordinator

[Signature]

[Signature]
Sampa Markose
IQAC Joint Co-ordinator