

### **IQAC Meeting – Minutes**

Date: November 16, 2021

Time: 1:30 p.m.

Venue: Board room

#### **Agenda:**

NAAC Accreditation – Criteria-wise review of SSR.

#### **Members present:**

Dr. Jai M Paul  
Prof. Soni Kuriakose  
Prof. Jiss Paul  
Prof. Sonia Abraham  
Dr. Surekha Mariam Varghese  
Prof. Smitha Paulose  
Dr. Deepak Eldho Babu  
Dr. Anjana C. P  
Prof. Jisha Kuruvilla  
Prof. Thomas Mohan  
Prof. Joby Joseph  
Prof. Rani Thomas  
Dr. Elizabeth Issac  
Prof. Thomas P Rajan


#### **Minutes:**

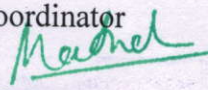
The meeting started at 1.30 p.m. in board room.

1. NAAC Criteria heads presented the SSR prepared for their respective Criteria.
2. IQAC members evaluated the work completed and given suggestions for improvement.
3. Dr. Deepak Eldho Babu (NAAC Coordinator) instructed to complete the department-wise data collection by December end.

Meeting is adjourned at 3.30 PM



  
Dr. Jai M Paul

IQAC Coordinator  


Dr. MATHEW K.  
Principal  
Mar Athanasius College of Engineering  
Kothamangalam, Kerala - 686 666



## IQAC Meeting – Minutes

Date: March 30, 2022

Time: 2:30 p.m.

Venue: IQAC board room

### *Agenda:*

- Academic Internal Audit
- Best Project Award
- NAAC File Verification

### *Members present:*

Dr. C. Prabha  
Dr. Soni Kuriakose  
Dr. Jisha Kuruvilla P.  
Dr. Jiss Paul  
Dr. Surekha Mariam Varghese  
Dr. Aji Joy  
Prof. Sonia Abraham  
Dr. Siny Paul, Coordinator, IQAC.

### *Minutes:*

- It has been decided to audit odd semesters of undergraduate and postgraduate programmes on 04.04.2022 and 05.04.2022. A strict audit was requested in compliance with NAAC requirements.
- The committee decided to award 3 prizes from the best projects listed by each department through the competition “MACE Innovate 2022”, which will be conducted on May last week.



*Mathew*

**Dr. MATHEW K.**  
Principal  
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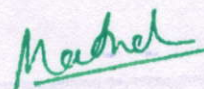
- Request from ECE and CSE Departments HODs for considering the revision of vision and mission statement of the institution based on NBA review report(during 2019 visit) was taken for discussion. Decided in the meeting to constitute a subcommittee for the same.
- The deadline for NAAC file verification (Department level) is set for 08.04.2022.

The meeting was adjourned at 3:30 p.m.



Dr. Siny Paul

IQAC Coordinator



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## **IQAC Meeting – Minutes**

Date: May 13, 2022

Time: 11.00 a.m.

Venue: Board room

### ***Agenda:***

NAAC Accreditation process  
NBA Accreditation status  
Vision 2040  
Policies  
Department activities  
Activities of various cells/ committees  
Website Modifications  
Review of activities of IQAC  
Any other matter permitted by the chair

### ***Members present:***

Dr. Bos Mathew Jos, Principal in-charge  
Dr. Soni Kuriakose, Mechanical Engineering  
Dr. Jisha Kuruvilla P., Electrical and Electronics Engineering  
Dr. Jiss Paul, Electronics and Communication Engineering  
Dr. Surekha Mariam Varghese, Computer Science Engineering  
Prof Sonia Abraham, Computer Applications  
Dr. George Issac (Management Representative)  
Dr. Aji Joy, Electronics and Communication Engineering (Member Administrative Officer)  
Dr. Biju B, Mechanical Engineering (Nodal officer, Autonomy)  
Sri. Eldho Paul (Member Administrative Officer)  
Sri. A.G. George, Ward Councillor (Member from local society)  
Sri. Sanjay P.K., College Union Chairman (Student Nominee)  
Er. Gis George (Alumni Nominee)  
Er. Kurian Varghese (Industrialist)

### ***Invities (Heads of the departments):***

Prof. Neena Sunny, Civil Engineering



Dr. Binu Markose, Mechanical Engineering  
Prof. Beena M Varghese, Electrical and Electronics Engineering  
Prof. Babu P Kuriakose, Electronics and Communication Engineering  
Prof. Joby George, Computer Science Engineering  
Prof. Rani Thomas, Department of Mathematics  
Dr. Arunkumar S, Department of Science & Humanities  
Prof. Biju Skaria, Computer Applications

***Minutes:***

Principal, Dr. Bos Mathew Jos, offered a warm welcome and provided an overview about the college and its activities. The IQAC coordinator, Dr. Siny Paul, presented on the functions and activities of IQAC, the NAAC accreditation procedure and the NBA accreditation status.

- The deadline for uploading NAAC Accreditation IIQA has been set for May 25, 2022.
- Revised SAR for NBA Accreditation of the Civil Engineering, Mechanical Engineering and Electrical and Electronics Engineering departments is scheduled to be submitted in August 2022. The NBA team will visit the Electronics and Communication Engineering and Computer Science and Engineering departments in June for compliance report verification.
- Dr. George Issac emphasized the necessity of raising awareness among the teachers and students on the accreditation procedure. He urged the college union chairman to take the lead in educating students about the need and relevance of accreditation. It is thereby suggested by the chair that an awareness programme on this regard may be implemented in every department.
- Mr. A.G. George stressed the need of forming a solid link between students and teachers for the institution's overall progress.
- Dr. Biju B added that a visit by the autonomy committee is anticipated in the month of June in view of the management desire to obtain autonomous status in this golden jubilee year itself.



- Mr. Gis George expressed the strong need in raising awareness among student community on the benefits of autonomy in a broader perspective.
- Members advised that the Vision 2040 be reframed. The following are some key points:
  - 2022: Autonomous college, NAAC Accreditation.
  - 2025: NIRF Ranking 1-150, Twinning programmes, Skill Oriented and Industry related courses, Executive education, Engineering college with best placement in Kerala.
  - 2030: Deemed University, Foreign exchange Programmes with leading foreign Universities, Self sufficiency and sustainability in terms of energy.
  - 2035: Centre of excellence for research, NIRF Ranking in top 50, Fully residential campus at par with international standards.
  - 2040: Global Icon, Expand MACE Campus all over the world.
- Every department will receive a copy of the policy document, which has to be examined and returned to the cell by their respective heads.
- Dr. Biju B pointed out the importance of continuing the lecture series by eminent speakers for teaching, non-teaching and administrative staffs. Dr. George Issac added to it the need to provide hands on training sessions to staffs of diverse sectors.
- In response to the chair's request that the departments maintain a drive with documents pertaining to departmental activities, the members necessitated the cell to comply a generic template/ checklist to aid with the data accumulation process. The task for maintaining the document has been delegated to the program's coordinators, who will be closely supervised by the head of the department.
- Prof. Biju Skaria stated that accreditation must be approached professionally in order for academic activities to continue uninterrupted.



- In response to the pleas of department heads, Dr. George Issac promised to make a request to management to appoint staff dedicated to recurrent accreditation responsibilities.

Dr. Surekha Mariam Varghese proposed vote of thanks.

The meeting was adjourned at 1.20 p.m.

Dr. Siny Paul

IQAC Coordinator



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### **IQAC Meeting – Minutes**

Date: May 27, 2022

Time: 2:30 p.m.

Venue: Board room

#### ***Agenda:***

NAAC Accreditation status

Academic Audit

Any other matter permitted by the chair

#### ***Members present:***

Dr. Soni Kuriakose

Dr. Jiss Paul

Dr. Surekha Mariam Varghese

Prof. Sonia Abraham

Dr. Aji Joy

Dr. Siny Paul

#### ***Invities:***

Prof. Leni Stephen

Dr. Binu Markose

Prof. Beena M Varghese

Prof. Babu P Kuriakose

Prof. Rani Thomas

Prof. Biju Skaria

#### ***Minutes:***

The meeting of department heads and IQAC began at 2:30.p.m.

The meeting started with the appreciation of successful submission of Institutional Information Quality Assessment (IIQA) for NAAC by the institution.

The necessity for a reading area in the Department library is brought to the attention of the Heads of the Departments.

It has been decided to conduct the competition MACE Innovate 2022, to find the best project from the selected projects of each department, on Thursday 2<sup>nd</sup> June, 2022.



*Mathew*  
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Sub committee for revisiting institute vision and mission has submitted the report and it is decided in the meeting to implement the revised vision and mission after getting 'Autonomy' status as the expert visit is expecting in September.

The following topics were discussed in connection with academic audit.

- Course files of prior and current semester must be maintained, and CO attainment sheets must be included.
- Lab course files must be complete with particulars of internal and external examinations.
- Faculty evaluation by students must be carried out and department heads must record their comments.
- It is necessary to determine result analysis up to and including the most recent examination result.
- It has been decided to conduct internal audit on 8<sup>th</sup> and 9<sup>th</sup> of June 2022.

The meeting was adjourned at 3:15 p.m. with the requirement for a follow-up meeting with department heads and IQAC after receiving instructions on the conduct of external audit from KTU.

Dr. Siny Paul

IQAC Coordinator



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Principal

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