



INTERNAL QUALITY ASSURANCE CELL (IQAC)

MAR ATHANASIOUS COLLEGE OF ENGINEERING

KOTHAMANGALAM, KERALA, INDIA. PIN 686 666

**Number of IQAC Meetings held During the
Academic Year 2023-2024 : 4**



Professor - in - charge
of PRINCIPAL

Mar Athanasius College of Engineering
Kothamangalam, Kerala - 686 666



INTERNAL QUALITY ASSURANCE CELL (IQAC)

MAR ATHANASIOUS COLLEGE OF ENGINEERING
KOTHAMANGALAM, KERALA, INDIA. PIN 686 666

IQAC Meeting – Minutes

Date: June 27, 2023

Time: 3 PM

Venue: BOARD ROOM

Agenda:

Survey on the Offer of Technical Education in Malayalam

Members Present:

Dr. Jiss Paul

Dr. Aji Joy

Dr Jisha Kuruvilla

Prof. Sabu Kurian

Dr Siny Paul

Dr Praveen Mathew

Dr Surekha Mariam Varghese

Prof Sonia Abraham

Asso. Prof(ECE)

Professor(ECE)

Asst.Prof(ECE)

Asso.Prof(M.E)

Asst. Prof(EEE)

Asso.Prof(C.E)

Professor(CSE)

Asso.Prof(MCA)

Minutes of the meeting:

The meeting began at 3 PM in the Board Room

A discussion on whether technical education should be instructed in regional language is held in the IQAC under the directive from APJ Abdul Kalam Technological University. Members expressed their views on said topic and the remarks were recorded and given to the Principal.

The meeting was adjourned at 3.30 PM.

Dr Bos Mathew Jos

Principal

Dr Siny Paul

IQAC Coordinator



INTERNAL QUALITY ASSURANCE CELL (IQAC)

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IQAC Meeting – Minutes

Date: August 4, 2023

Time: 10 AM

Venue: IQAC room

Agenda of the meeting:

1. Planning and monitoring of accreditation/ranking processes
2. Autonomy
3. Department activities (FDPs, Workshops, Technical Talks etc.)
4. Results
5. Add-on courses
6. Journal publications
7. Funded projects
8. Any other matter permitted by the chair

Members Present:



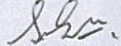
Dr. Biju Skaria	HOD, MCA	<i>Biju</i>
Dr. Soni Kuriakose	HOD, M.E	<i>Soni</i>
Dr. Elson John	HOD, C.E	<i>Elson</i>
Prof. Joby George	HOD, CS	<i>Joby</i>
Prof. Rani Thomas	HOD, MATHEMATICS	<i>Rani</i>
Prof. Beena M Varghese	HOD, EEE	<i>Beena</i>
Dr. Thomas George	HOD, ECE	<i>Thomas</i>
Dr. Jisha Kuruvilla	Asst. Prof(ECE)	<i>Jisha</i>
Dr. Jiss Paul	Asso. Prof(ECE)	<i>Jiss</i>
Dr Brijesh Paul	Dean(Research)	<i>Brijesh</i>
Dr Biju B	Dean(UG)	<i>Biju</i>
Dr. Aji Joy	Professor(ECE)	<i>Aji</i>
Dr. Deepak Eldho Babu	Professor(M.E)	<i>Deepak</i>
Dr Praveen Mathew	Asso.Prof(C.E)	<i>Praveen</i>
Dr Jinsa Kuruvilla	Asst.Prof(ECE)	<i>Jinsa</i>
Prof. Sabu Kurian	Asso.Prof(M.E)	<i>Sabu Kurian</i>



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Prof. Tomson Anjilivelil
Eldhose Paul
Dr George Issac

Asst. Prof (M.E) 
Administrative Staff 
Management Representative 

Minutes of the meeting:

The meeting began at 10 AM in the IQAC room.

The principal emphasized the necessity for all staff members to be informed of the accreditation processes, as well as the need to involve subject experts in designing syllabus in each department while taking the implementation of autonomy into account.

The highlights of the discussion include:

- The IQAC coordinator proposed adding two external academicians to IQAC core committee as per directives from UGC for autonomy implementation.

(a) Panning and monitoring of accreditation process

- It has decided to reframe IQAC with core committee members, department heads, deans, NAAC Coordinator, NBA Coordinator, NIRF Coordinator
- and Autonomy coordinator, and several subcommittees tailored to different accreditation processes.
- The subcommittee will be called to the meeting only when needed, depending on the topic of discussion.
- The head of the subcommittee must disseminate discussion points to its members in each department and a report of discussion must be submitted to IQAC.



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- NAAC Coordinator requested the IQAC to reconstitute the NAAC Committee; to work with the data to prepare Annual Quality Assurance Report (AQAR).
- It is also decided to upload the AQAR in the subsequent years.

(b) Autonomy

- The maintenance of data and proofs in drive or the Campus management software was a suggestion raised by IQAC coordinator.
- It is advised that a study of ETLab's adaptability to new autonomy related requirements has to be undertaken soon.
- The possibilities of storing data and scanned documents will be studied and implemented.
- The members agreed on the need of constituting a curriculum development committee with a representative from each department as soon as possible.
- The faculty members must be educated on the advantages of autonomy by expert sessions separately organized for teaching and non-teaching staffs.

(c) Result

- The analysis of the most recent results indicate that MACE is at the tenth position in KTU with a pass percentage of 78.87.
- ETLab can be used to analyse university results.

(d) FDPs, Add-on courses, publications and project funding

- The programmes conducted and planned, results, add-on courses, publications and funded projects of every department may be compiled by



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IQAC and suggestions for improvement may be made for the following meeting.

Students has to be encouraged to enrol for certification programme organised by IIT Bombay, for which registration is currently available.

- The NBA coordinator urged all departments to submit a feasibility report for the accreditation of postgraduate programmes by 11/8/23 Friday at the latest.
- The NIRF coordinator emphasized the importance of each department raising research funding, publications and patents to help with ranking. Principal suggested to conduct an expert session on NIRF criteria to make everyone aware of the NIRF ranking process.

The meeting was adjourned at 12:30 PM.

Dr Bos Mathew Jos
Principal

Dr Siny Paul
IQAC Coordinator



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IQAC Meeting – Minutes

Date: November 11th, 2023





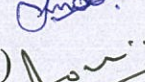
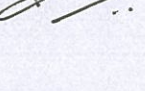
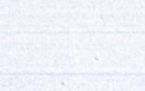
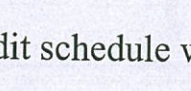
Time: 12.30 PM

Venue: IQAC room

Agenda of the meeting:

- Academic Audit
- Review of activities of IQAC
- Autonomy role of IQAC
- Department activities review

Members present:

Dr. Jiss Paul	Asso. Prof(ECE)	
Dr. Aji Joy	Professor(ECE)	
Dr Jisha Kuruvilla	Asst. Prof(EEE)	
Prof. Sabu Kurian	Asso. Prof(M.E)	
Dr Siny Paul	Asst. Prof(EEE)	
Dr Praveen Mathew	Asso .Prof(C.E)	
Dr Surekha Mariam Varghese	Professor(CSE)	
Prof Sonia Abraham	Asso. Prof(MCA)	

Minutes of the meeting:

The meeting started at 12.30 PM in the board room

- Informed the audit members about the internal audit schedule which will be held on 21-11-2023 and 22-11-2023.
- A strict audit to be conducted. Discussed the criteria to be monitored during the internal audit.
- Activities of IQAC during the last three months is discussed.



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- Department activities conducted during last semester and planned for next semester, which is submitted by the HODs is reviewed.
- The role of IQAC in autonomy implementation is discussed. List of two external members to be suggested for academic audit (after autonomy implementation)

Dr Bos Mathew Jos
Principal

Dr Siny Paul
IQAC Coordinator



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IQAC Meeting – Minutes

Date: March 26, 2024






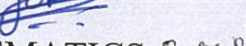




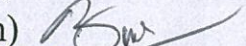
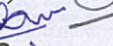


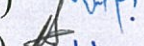

Time: 10 AM

Venue: IQAC ROOM

Agenda:

- NAAC, NBA and NIRF status
- Autonomy Implementation
- Department activities (FDPs, Workshops, Technical Talks etc)
- Funded Projects
- Internship and placement
- Conduct of Project Competition 'MACE Innovate 2024'
- Any other matter permitted by the chair

Members Present:


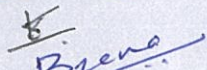

Dr Bos Mathew Jos	PRINCIPAL	
Dr. Biju Skaria	HOD, MCA	
Dr. Soni Kuriakose	HOD, M.E	
Dr. Elson John	HOD, C.E	
Prof. Joby George	HOD, CS	
Prof. Rani Thomas	HOD, MATHEMATICS	
Dr. Thomas George	HOD, ECE	
Dr. Jisha Kuruvilla	Asst.Prof(ECE)	
Dr. Jiss Paul	Asso.Prof(ECE)	
Dr Brijesh Paul	Dean (Research)	
Dr Surekha Mariam Varghese	Dean(PG)	
Dr Biju B	Dean (UG)	
Dr. Aji Joy	Professor (ECE)	
Dr. Deepak Eldho Babu	Professor (M.E)	
Dr Praveen Mathew	Asso.Prof(C.E)	
Dr Sija Gopinath	Asst. Prof (EEE)	



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Prof. Sabu Kurian
Dr Kurian John
Prof Beena Varghese

Asso.Prof(M.E) 
Asst.Prof(M.E) 
Professor (EEE) 

Minutes of the meeting:

The meeting commenced at 10 AM in the IQAC room.

The IQAC Coordinator, Dr Siny Paul, gave an overview of IQAC activities from June 2023 to March 2024. NAAC audits, application submission for RUSA funding, seminars on Autonomy implementation, talks on NEP, faculty development programme on 'Personal Excellence', framing 2024 syllabus template were some of the major activities. The data indicated a decline in applications for funded projects. The members recommended establishing an expert committee to review the applications and encourage collaborative works.

The highlights of the meeting include:

- (a) NBA status: Undergraduate programmes in Electronics Engineering and Computer Science Engineering have to apply pre-qualifier in order to be accredited in the coming year. The postgraduate programmes of Civil Engineering department alone is considered for accreditation. NBA



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- Coordinator, Dr. Surekha Mariam Varghese, underlined the necessity of enhancing the presentation format of the 2024 syllabus. She stated that more needs to be done to promote courses on industry-support theory.
- (b) NIRF status: NIRF coordinator, Dr. Sija Gopinath, stressed the importance of enhancing funded research initiatives. She proposed that data collection for multiple accreditations have to be done through the implementation of a centralized mechanism. It is recommended that the provisions in the campus management software, ET Lab, has to be made use of for data management.
- (c) Autonomy implementation: Dr. Biju B, the coordinator of autonomy, emphasized the NAAC recommendation that staff and students participate equally in the drafting of syllabus. He stated that the first year syllabus for UG and PG Engineering programmes and first semester syllabus for the MCA programmes have been finalized. The hiring of someone to handle the styling of each department's syllabus was proposed by all members in unanimity.
- (d) Research Statistics: Dr. Brijesh Paul presented the current statistics of research at MACE. There are currently only 39 scholars in total across all department. One scholar is about to graduate. Strategies for encouraging research by bringing in full-time research scholars with stipend are discussed.
- (e) Placement statistics: This year, 245 of 450 eligible students are placed. Placement officer, Dr. Kurian John, pointed out the lack of response from



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- (f) students to the recruitment procedures. He insisted that constant motivation sessions should be given to address the evident cultural shift.
- (g) Projects: A project from the Civil Engineering department won third prize in KSCSTE Technical Fest. Funding for the CERD is being applied for by ten selected projects. B.Tech project coordinator, Dr. Jiss Paul, asked every department to choose two projects for the MACE Innovate project competition.
- (h) NAAC status: AQAR report to be submitted on April 30, 2024. NAAC coordinator, Dr. Deepak Eldho Babu, asserted that data is ready to be submitted. He insisted that the student survey for 2023-24 be completed by next week. One activity towards sustainability and green initiatives must be carried out in every department as an extension activity. Add-on courses by external experts is mandatory.

At the conclusion of the meeting, Dr. Siny Paul thanked the retiring staff member, Dr. Surekha Mariam Varghese, for her long service to IQAC.

The meeting adjourned at 12 noon.

Dr Bos Mathew Jos
Principal

Dr Siny Paul
IQAC Coordinator