

**Minutes of The IQAC Meeting held on 10-10-2022 at 03.00 pm  
in IQAC Conference Room**

Dr. Madhukumar S, the IQAC coordinator welcomed the participants. The minutes of the previous meeting was presented and approved.

Dr. V P Devassia, Principal informed that work is progress for the preparation of the documents for NAAC accreditation. He appreciated the efforts of the IQAC Coordinator in this direction. He directed the HoDs to instruct all faculty members to master the use of et-lab, the newly introduced LMS.

The Vice Principal emphasised the need for strengthening the mentoring system with a view to improve the performance of students. It was decided to conduct class-wise PTA meetings of each department.

The research activities and the performance of research scholars were reviewed. It was decided to conduct an internal audit of each department prior to the external audit by KTU.

A discussion was held regarding the enrichment of Heritage Museum. It was also decided to conduct a project exhibition competition in the even semester of 2022-23.

For the professional development of new faculty members a 5-day training programme was decided to be conducted in collaboration with ISTE.

A need to strengthen the alumni activities was suggested by the members. It was decided to conduct online alumni meetings department wise and an alumni get together in physical mode in the college in December 2022.

The Principal invited the attention of all HoDs to improve the placement status of SJCET by motivating the students.

The result status of the KTU exams was reviewed and the Principal directed the HoDs to strengthen the remedial and coaching classes for improving the results. It was decided to improve the cocurricular activities of students. Further a decision was made to conduct an orientation programme for First year B.Tech students.

The management representative, Rev. Fr. Thomas Njavallil, informed the members the progress in the infrastructural development, the newly furnished conference Hall for Governing Body meetings as well as the New Conference room for IQAC.

Dr. Madhukumar S, proposed the vote of thanks.

The meeting came to an end by 04.30 pm.

-Sd-

IQAC Coordinator

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Principal