ST. JOSEPH'S
COLLEGE OF ENGINEERING AND TECHNOLOGY,
- PALAI -

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Minutes of the Meeting of IQAC

St Joseph's College of Engineering and Technology, Palai, Kottayam – 686579

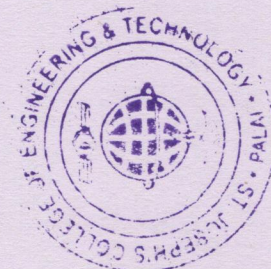**Venue: SJB Conference Room**

Date and Time: 10/10/2022, 03:00 pm

Agenda

1. Approval of Action Taken Report on the previous IQAC Meeting (held on 11/04/2022)
2. Preparation of documents for NAAC.
3. Mentoring.
4. Departmental PTA.
5. KTU Result Analysis (S3 B.Tech 2020-2024)
6. Tech fest
7. Alumni Meeting
8. Seminars/FDP.
9. Induction Programme for newly joined faculty members.

Members Present

1. Dr.V P Devassia
2. Dr. Madhukumar S
3. Dr.Ignatius Korah
4. Ms.Ginu Ann George
5. Dr.Sruthy S
6. Dr. Binoy Baby
7. Dr.Arun P
8. Mr.Anish Augustine
9. Dr.George Tom Varghese
10. Dr.Ajith Thomas
11. Prof.Ance Mathew
12. Mr Justine Thomas
13. Dr.Joby P P
14. Dr.Giby Jose
15. Dr.Deepa V
16. Mr.K M Thomas
17. Mr.Suresh George
18. Fr.Thomas Njavallil
19. Mr.Sachin Jose
20. Dr.Lijo Paul

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

1. **Approval of Action Taken Report on the previous IQAC Meeting (held on 11/04/2022)**

Decisions of the Previous Meeting	Actions Taken
Industrial Visit of S8 B.Tech Students.	The schedule of Industrial Visit programs was finalized. Review committee was constituted.
Mock visit-NBA	Mock visit for NBA Accreditation was held for CE and CSE departments
Placement and Training	A meeting of the department placement co ordinators was held.

2. **NAAC Preparation**

Dr. V P Devassia, Principal informed that work is in 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.

3. **Internal and external audit, Mentoring and PTA**

   It was decided to conduct an internal audit of each department prior to the external audit by KTU.
   It was decided to strengthen the mentoring system with a view to improve the performance of students.
   It was decided to conduct class-wise PTA meetings of each department.
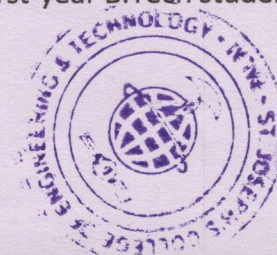
4 **KTU Result Analysis**

The result status of the S3 B.Tech 2020-2024 KTU exam was reviewed and the Principal directed the HoDs to strengthen the remedial and coaching classes to improve 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.

4. **Heritage Museum**

A discussion was held regarding the enrichment of Heritage Museum.

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It was also decided to conduct a project exhibition competition in the even semester of 2022-23.

5. Alumni Meeting

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.

6. Induction Programme for newly joined faculty members

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

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 /-   Sd /-

Principal   IQAC Coordinator

PRINCIPAL
ST. JOSEPH'S COLLEGE OF
ENGG. & TECHNOLOGY, PALAI