



### Minutes of the Meeting of IQAC

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

Venue: MB Conference Room

Date and Time: 14/09/2020, 02:00 pm

### Agenda

1. Approval of Action Taken Report on the previous IQAC Meeting
2. Analysis of online mode of course delivery
3. Utilization of LMS.
4. Internal audit for the academic year 2019-2020

### Members Present

1. Dr. J David
2. Dr. Madhukumar S
3. Fr.Thomas Njavallil
4. Dr.Ignatius Korah
5. Dr.V P Devassia
6. Prof. P V Varkey
7. Prof.Ance Mathew
8. Dr.Rajesh Baby
9. Dr.Jobby P P
10. Dr.George Tom Varghese
11. Dr.Ajith Thomas
12. Prof.Jainendrakumar T D
13. Dr. Binoy Baby
14. Rev.Fr.Joseph Purayidathil
15. Dr.Saji Abraham
16. Mr.V C Antony
17. Mr.K M Thomas
18. Mr.Suresh George
19. Mr.Justine Thomas
20. Mr.Harikumar P S
21. Dr.Lijo Paul





Dr. Madhukumar S, IQAC coordinator welcomed the members to the meeting. The IQAC considered and approved the minutes of the previous meeting.

**1. Approval of Action Taken Report on the previous IQAC Meeting (held on 15/01/2020)**

Decisions of the Previous Meeting	Actions Taken
Analysis of observations by KTU audit team	Implemented the valuable suggestions from the KTU audit team
Decided to conduct International Conference jointly by ME and ECE departments.	Elected committee members from both the departments for the smooth conduct of the international conference.

**2. Analysis of online mode of course delivery**

The principal Dr. J David, commented on the various observations of the audit team and invited suggestions for improving the online mode of course delivery.

A detailed analysis of online classes in the pandemic situation was done.

**3. Utilization of LMS.**

For improving the efficiency of the conduct of online classes, it was decided to augment the utilization of the LMS (Learning Management System) of the institution

**4. Internal audit for the academic year 2019-2020**

The audit team was entrusted with the task of conducting an internal audit in various departments.

The meeting ended at 2.45 pm



Sd /-

Principal

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

Sd /-

IQAC Coordinator