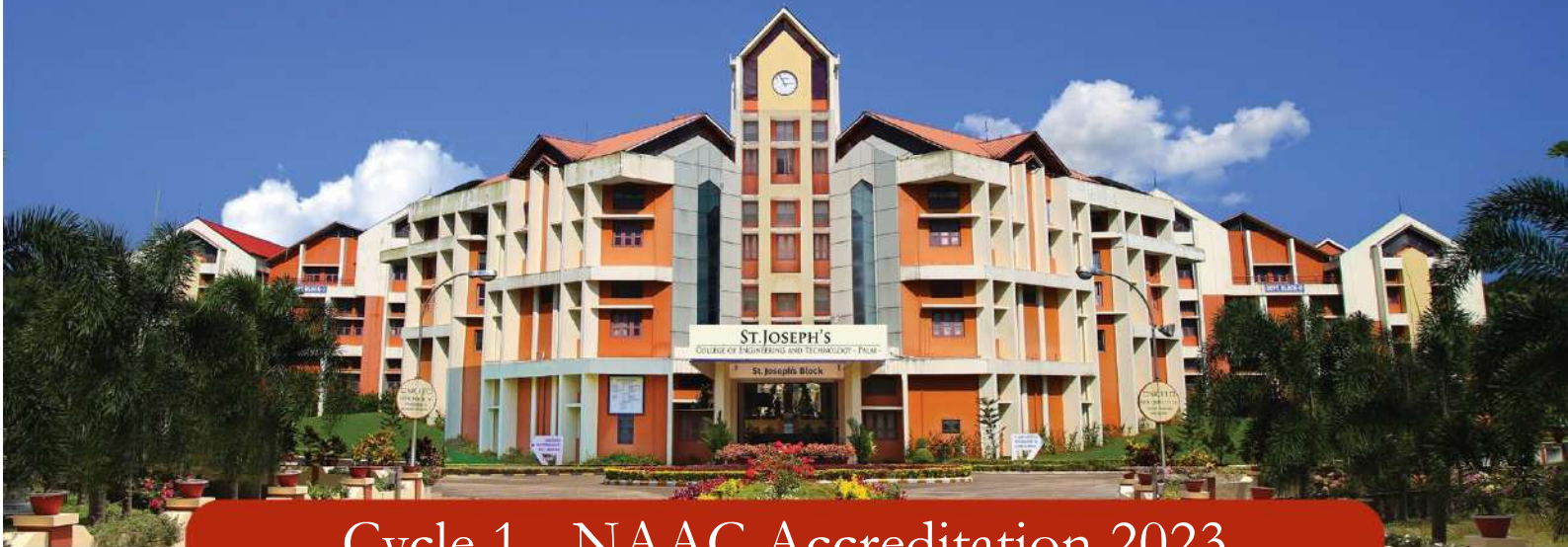




ST. JOSEPH'S

COLLEGE OF ENGINEERING
AND TECHNOLOGY,
- PALAI -

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Cycle 1 - NAAC Accreditation 2023

Criterion – 6.1

Governance, Leadership and Management

6.1.1 - The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance.

Submitted to:



National Assessment and Accreditation Council

Criterion – 6.1

Governance, Leadership and Management

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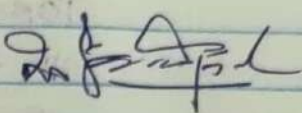
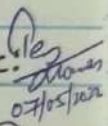
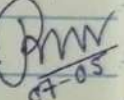
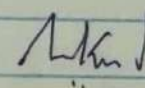
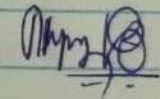
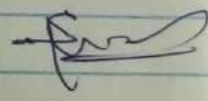
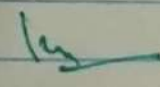
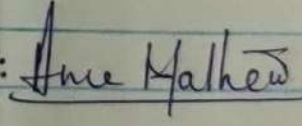
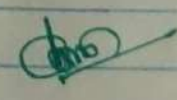
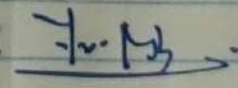
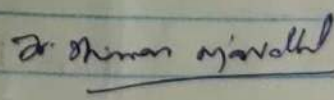
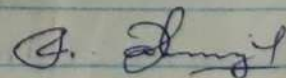
1. [Sample of Governing Body Minutes : 2022](#)
2. [Sample of Minutes of Academic Council Meeting : 2022](#)

GOVERNING BODY MEETING

Date: 07-05-2022, (Saturday)

Venue: Board Room, Mother Theresa Block

Members Present:

1. H.E Mar Joseph Kallarangatt : ✓ J. Lally
2. Msgr. Dr. Joseph Maleparambil, Chairman : 
3. Mr. T. K. Jose - IAS, Additional Chief Secretary, Govt: Excused
4. Dr. Tessa Thomas, Director General, Aeronautical Systems, Bengaluru: 
07/05/22
5. Dr. Ramesh Unnikrishnan, Director AICTE, Regional Office, Kerala: 
PMW
07-05
6. Dr. Job Kurian, Dean Administration, IIT Palakkad: 
7. Dr. V. V. Georgekutty, Principal, Civil Service Institute, Palai: 
8. Mr. Tom Thomas Kadankavil, Director - Technical & CTO, : 
KTS Info Tech Pvt. Ltd, Palai
9. Dr. Madhukumar S, Vice-Principal, SJCTET : 
10. Ms. Ance Mathew, HoD, Civil Engineering, SJCTET : 
11. Dr. V. P. Devassia, Principal, SJCTET (Secretary): 
12. Rev. Fr. Mathew Korambuzha (Special Invitee): 
13. Rev. Fr. Thomas Njavallil (Special Invitee): 
14. Rev. Fr. John Mattamundayil (Special Invitee): 

The meeting started at 04:00 PM with a prayer lead by the Manager Rev. Fr. Mathew Koramkuzha

His Excellency Mar Joseph Kallarangattu, Bishop of Pala Diocese and Patron, presided over the meeting. The Chairman of the Board Governors, Msgr. Dr. Joseph Maleparampil, in his address, welcomed all the members to the meeting. The Chairman informed that the Governing Body was reconstituted with the induction of a few eminent members from the field of Science and technology and he introduced them to the meeting. The Chairman expressed his gratitude towards the outgoing members of the Governing Body, viz Dr. S. Unnikrishna Pillai, Dr. Siby Mathew, IPS (Retd), Mr. P.C. Cyriac, IAS (Retd), Mr. V.J. Kurian, IAS (Retd) for their valuable service rendered to the institution. It is a fact that they have acted upon our expectations, upheld the vision and mission of the institution, and propelled the college towards its stated goals and objectives.

The Chairman presented a brief history of SJCEI for the past 20 years.

The items as per the agenda note were taken for discussion and approval.

Minutes

Item no 1. Report to the Governing Body

The Chairman informed that Dr. J. David, Principal laid down his office on 31.03.2022 AM and Dr. V. P. Devassia has taken charge as his successor w.e.f 1.04.2022 PM. The matter is reported to the Governing Body

Item no: 2. Confirmation of the Minutes of the 16th meeting of the Governing Body held on 14.08.2021

The Minutes of the 16th Governing Body held on 14.08.2021 were read and confirmed.

Item no: 3. Ratification of the Action Taken by the Chairman.

The executive Committee of the Diocesan Technical Education Trust Palai, at its meeting held on 29th March 2022, vide Item no. 5, resolved that St. Joseph's College of Engineering & Technology, Palai shall apply for

(1) Starting a new Programme in B.Tech Computer Science and Engineering (Cyber Security) with an intake of 60 seats.

(2) Reduction in intake for B.Tech Mechanical Engineering Programme from 120 to 90

(3) Reduction in intake for B.Tech Electrical & Electronics Engineering Programme from 60 to 30.

(4) Reduction in intake for M.Tech Advanced Manufacturing & Production Management Programme (Mechanical Engineering) from 18 to 12.

(5) Reduction in intake for M.Tech Computer Science and Engineering Programme from 18 to 12.

On the basis of the above resolution, the Chairman, has taken up the matter with the University/DTE/Govt and AICTE

The Governing Body ratified

the action taken by the Chairman in this regard.

Item no 4. Report of the Academic activities of 2021-22 Result analysis, details of placement and major achievements.
Dr. V. P. Devassia / Principal

Principal presented a detailed report of the Academic activities of 2021-22 including Result analysis, details of placement and major achievements. In his presentation, Dr. V. P. Devassia paid rich tributes to former Principal Dr. J. David, who headed the college for major part of the academic year 2021-22

Item no 5. (a) Review of the action taken on the pertinent decisions in the minutes of the last meeting

The Governing Body expressed satisfaction on the action taken by the College on the pertinent decisions in the minutes of the last meeting.

(b) Observations, Comments on the activities of the Academic year 2021-22 by the Governing Body members.

Mr Tom Thomas Kadankavil

(i) Industry requirement for an engineer can be collected from industrial experts and efforts to be taken to change the syllabus accordingly. This can be fully implemented when the college acquires the status of autonomy.

- 47
- (2) Our students shall be given training to improve self learning capability
 - (3) Industry - Academia collaboration is very much lacking. STEM based education by the faculty should be focussed to develop variety of skill sets among the students.

Dr. Tessy Thomas.

(1) Dr. Tessy Thomas pointed out a concern regarding the low pass percentage of students of Electrical and Electronics Engineering Department.

(2) Students of Artificial Intelligence and Data Science Branch shall try to get internships in DRDO. Students can be sent in batches to avoid difficulty in accomodating more numbers of students.

Dr. Ramesh Unnikrishnan.

(1) 12 lakh of free internship options are provided by AICTE. The students of our college shall take up this initiative to improve their skills. This information should be properly communicated to all the students of our college.

(2) He congratulated Dr. Saji Abraham college placement officer on acquiring a great hike in the placement statistics of 2022 pass-out batch students. He also pointed out that greater number of startups shall come up from the college.

(3) AICTE has decided to establish AICTE-IDEA (Idea Development, Evaluation and Application) lab in AICTE approved institutions. The college may try for this grant

- (4) AICTE has signed an MoU with Indian Railways to give internships in the field of signal processing. Our college students/faculty shall take up this opportunity to utilize it.
- (5) He opined that the college shall apply for NIRF/NAAC Rankings.
- (6) Plans to be pursued for MOUs with foreign Universities for collaborative programmes.

Dr. Job Kuzian:

- (1) Most of the faculty development programmes attended by the faculty members are online or from inside Kerala. It is better to apply for FDPs in reputed universities outside Kerala to get a better outreach. The students also should take up various internships outside Kerala.
- (2) The feasibility of collaboration with foreign universities shall be explored for conventional branches.
- (3) He emphasized the importance of autonomy status of the college. The college shall acquire the status of autonomy at the earliest.
- (4) He also pointed out that at least one research paper shall be published by every faculty member every year. This will improve the total number of paper publications in the college during a given year. Research scholars and students shall utilize the library resources properly for updating their knowledge.

(5) The students should be motivated to appear for GATE exam in the final year.

(6) Practice Labs and library facilities are to be made available to the students outside regular class hours

Dr. V.V. GEORGEKUTTY

(1) He pointed out the importance of autonomy in the college. College should try to acquire minimum of 'A' grade in the NAAC accreditation evaluation so that autonomy status can be achieved easily. Novel best practices like engineering clinics can be started in our college. IQAC shall take care of proper documentation of all activities.

(2) New methods to identify slow learners at the entry level itself shall be adopted in the college.

(3) Possibility of conducting Brain Storming sessions for employers jointly with their association may be explored

Dr. Sarith P sathian. (Forwarded via e-mail)

(1) IIT Madras has started an online programme on Data Science

(Foundation after completing 1 year. Diploma - after 2 years Degree - after 3 years and BS after 4 years) and students can complete it at their own pace even after graduating B.Tech. Indirectly, they also become eligible for IIT Madras Placement services as all of them will receive IIT Madras Degree/Diploma as their additional degree.

(2) Faculty forms the core strength of leading institute. So, the college form a Faculty Search Committee that can approach the potential faculty candidates completing Ph.D in our Premier institutions. There could be good candidates looking for a suitable position in and around Kottayam pala due to various personal reasons. College must be in a position to attract at least a few of them.

(3) Give more encouragement to faculty members to complete their Ph.D. For those having Ph.D encourage them to apply for Grants/Funded projects/Visiting Fellowships Faculty be strongly encouraged to guide Ph.Ds under KIU so that research publications with the college affiliation becomes a good visibility factor for the institute at National and National level.

(4) Recognise the achievements of the alumni and introduce at least one distinguished Alumni Award, to be presented every year.

His Excellency Mar Joseph Kallarangattu

Our Patron pointed out that the deliberations were very fruitful and this Governing Body meet was one of the best such meetings held so far. He was of the opinion that lot of work is pending with regard to NBA and NAAC accreditations and the involvement of all the staff has to be ensured for this purpose. He remarked that very meaningful questions were raised by the G.B members and therefore the college authorities have to make a self-audit in this regard. He insisted that we have to further engage with the society near us and provide practical skills for the local people. He praised all the stakeholders of the college for the valuable role they are playing for attaining the objectives of the institution. His Excellency's major suggestions are

① College shall give emphasize on social commitment and impart values to the society. Transformation of the society shall be made through that

② Autonomy status of the college can be achieved with ease by upgrading the trans-disciplinary research and by being abreast of the state-of-art of the research domain

③ More practical equipment which will be more beneficial to the agriculture sector shall be developed from the Engineering college Labs


Item no: 6 **Budget Presentation**

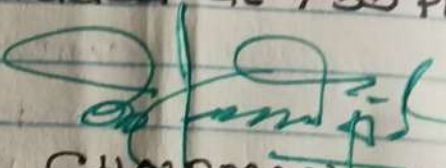
Finance officer, Mr. Suresh George presented the annual budget for 2022-23

before the Governing Body and the members unanimously approved the same.

Dr. S. Madhukumar, Vice. Principa delivered the vote of thanks.

The meeting concluded at 7.35 PM


PRINCIPAL


CHAIRMAN

Minutes of the meeting of the Heads of the Departments held on 11th January 2022

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJCET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJCET
3. Dr. J. David, Principal
4. Dr. Madhukumar.S, Vice Principal
5. Dr. Ignatius Korah, HoD S&H
6. Dr. Binoy Baby, HoD, ME
7. Dr. Jainendrakumar, HoD MCA
8. Dr. Ajith K Thomas, HoD MBA
9. Dr. P.P.Joby, HoD CSE
10. Ms. Ginu Ann George, HoD EEE
11. Dr. K.J.George, Representing CE
12. Dr.V.P.Devassia, HoD, ECE
13. Dr.Giby Jose, Representing ES
14. Dr. George Tom Varghese., HoD, EI

The meeting of HoDs commenced at 3.00 pm at St. Joseph's block conference room

HoD/AG(1)/2022 - Item No:1 Confirmation of the minutes of the meeting held on 22/12/2021

The council considered and approved the minutes of the meeting held on 22nd December 2021.

HoD/AG (2)/2022 - Item No:2 Appreciation to Dr.Madhukumar.S, Mr.Kishore Sebastian and Mr.Babu Sankar

Council appreciated Dr. Madhukumar. S, Vice principal and his team members for magnificently organizing the MERIT DAY 2020 on 8th January 2022. Also appreciated Mr. Kishore Sebastian, assistant professor Department of CSE and Mr. Babu Sankar, Assistant professor, department of ME and their team members for successfully coordinating the students' council election held on 10th January 2022.

HoD/AG (3)/2022 - Item No:3 Oath Taking ceremony of students' council 2021-22

Oath taking ceremony of students' council, 2021-22 batch will be held on 12th January 2022 at 3.30 pm in the Mother Theresa seminar hall.

HoD/AG (4)/2022 - Item No:4 Regarding Merit day of 2021 pass-out batch

Merit day of 2021 pass-out batch will be postponed to 23rd April 2022.

HoD/AG (5)/2022 - Item No:5 Creation of PTA whatsapp group

It is decided in that PTA whatsapp groups of all batches should be created with HoD of the concerned department and faculty advisors of the respective batch are admins and admins can only be able to send message in the corresponding whatsapp group and this groups are used to communicate the parents.

HoD/AG (6)/2022 - Item No:6 Constitution of a committee to arrange remedial classes for weaker students

Council decided to constitute a committee to formulate a schedule (before 14.1.2022) to conduct remedial classes for weaker students to clear their arrears in the coming odd semester university examinations with Dr. Ignatius Korah as the coordinator and Dr. George Tom Varghese and Dr. Giby Jose as members.

The meeting came to an end by 4.30 pm.

Choondacherry,
11th January 2021


PRINCIPAL

Minutes of the meeting of the Heads of the Departments held on 4th May 2022

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJCET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJCET
3. Dr.V.P.Devassia, Principal
4. Dr. Ignatius Korah, HoD S&H
5. Dr. Binoy Baby, HoD, ME
6. Mr.Anish Augustine, HoD MCA
7. Dr. Ajith.K.Thomas, HoD MBA
8. Dr. P.P.Joby, HoD CSE
9. Ms. Ginu Ann George, HoD EEE
10. Ms.Ance Mathew, HoD CE
11. Dr.Arun.P, HoD, ECE
12. Ms.Deepa.V., HoD, AD
13. Dr.Giby Jose, Representing ES.
14. Dr. George Tom Varghese, HoD, EI

The meeting of HoDs commenced at 10.30 am at St. Joseph's block conference room
HoD/AG (1)/2022 - **Item No:1 Confirmation of the minutes of the meeting held on 26/04/2022**

The council considered and approved the minutes of the meeting held on 26th April 2022.

HoD/AG (2)/2022 - **Item No:2 Regarding remedial class planning**

It is decided to arrange remedial classes for all the branches in the specific subjects (decided by the department HoD) in order to improve our results. The detailed schedule will be planned and executed in the department.

HoD/AG (3)/2022 - **Item No:3 Regarding Industrial visit scheduling**

It is decided in the council that from next time onwards, the industrial visit can be scheduled well ahead of it with proper check list. Council decided to appoint Dr. Arun.P, HoD, ECE to prepare the checklist for the same.

HoD/AG (4)/2022 - **Item No:4 Mock visit of CE and CSE departments**

It is decided to conduct mock visit of accreditation for CSE and CE departments on 16th May 2022. The concerned departments should prepare the documents accordingly for the mock visit.

HoD/AG (5)/2022 - Item No:5 Regarding conduct of external lab examination.

As per KTU B.Tech 2019 regulation, the end semester laboratory examination will be evaluated with the help of an external examiner. With regards to this, an internal examiner is allotted by the university from our college to conduct the examination. As per the instructions given by KTU to the colleges, it is clearly mentioned that evaluation and assessment is to be conducted under the equal responsibility of both the internal and external examiners. It is decided in the college council that the internal examiner should frame the rubrics for the mark distribution in consultation with the external examiner before the starting of the end semester laboratory examination and it should be strictly followed throughout the examination.

HoD/AG (6)/2022 - Item No:6 Regarding meeting of placement coordinators of each departments

It is decided that the meeting of placement coordinators of all the departments will be held tentatively in the second week of May 2022. All placement coordinators of the concerned department are informed to attend the same without fail.

HoD/AG (7)/2022 - Item No:7 Regarding PTA meeting of all batches

It is decided to conduct PTA meeting of all the branches (for all the semesters) in online mode. HoDs are informed to prepare the schedule of PTA meeting of the concerned departments accordingly and it should be completed on or before 16th May 2022.

The meeting came to an end by 11.30 am.

Choondacherry,
4th May 2022


PRINCIPAL

Minutes of the meeting of the Heads of the Departments held on 26th July 2022

Members Present

1. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
2. Dr. V.P. Devassia, Principal
3. Dr. Ignatius Korah, HoD S&H
4. Dr. Binoy Baby, HoD, ME
5. Mr. Anish Augustine, HoD MCA
6. Dr. Ajith K Thomas, HoD SJBS
7. Dr. P.P. Joby, HoD CSE
8. Dr. Ginu Ann George, HoD EEE
9. Ms. Ance Mathew, HoD CE
10. Dr. Arun.P, HoD, ECE
11. Dr. Deepa.V., HoD, AD
12. Dr. Giby Jose, Representing ES
13. Dr. George Tom Varghese, HoD, EI

The meeting of HoDs commenced at 10.30 am at St. Joseph's block conference room

HoD/AG (1)/2022 - Item No:1 Confirmation of the minutes of the meeting held on 5/07/2022

The council considered and approved the minutes of the meeting held on 5th July 2022 and reviewed the action taken status.

HoD/AG (2)/2022 - Item No:2 Regarding availing of vacation leave

Council had decided to grant vacation leave for all the eligible staff members in various spells considering the academic calendar. However, in view of the revised academic calendar from KTU and forthcoming NAAC expert visit, the council decided that 11 days' leave be granted at a stretch as below, always maintaining 50% staff attendance.

For Engineering departments: August 2022 (9th August-19th August 2022/ 22nd August -1st September 2022)

The remaining 12 days of vacation leave is permissible @ 3 consecutive days per month from September 2022 onwards.

For MCA, MBA departments, the decision regarding vacation leave of HoD council dated 10th May 2022 will be binding.

Faculty members who are doing part time Ph.D can utilize the eligible vacation leave and other leaves to complete the remaining part of the residential period at their place of research immediately on completion of the current semester academic activities.

HoD/AG (3)/2022 - Item No:3 Placement training for B. Tech 6th semester students

The council decided to conduct the second round of placement training for B. Tech 6th semester students from 2nd August 2022 to 5th August 2022 (including 1st August if possible) in connection with Infosys recruitment which will be held on 6th and 7th August 2022. For MCA students, the first phase of CRT will be starting from 29th August 2022.

HoD/AG (4)/2022 - Item No:4 PTA executive meeting

The meeting of PTA executive committee will be convened on 29th July 2022 at 3.00 pm in St. Joseph's block seminar hall. All the members are informed to attend the same. Principal directed the HoDs to schedule class wise PTA meetings immediately on commencement of odd semester classes ensuring maximum participation from the parents.

HoD/AG (5)/2022 - Item No:5 Regarding intimation of scholarship details of the students in the college office.

Principal informed that the scholarship details of the students (who lost scholarship and who became eligible to receive additional scholarship) should be properly intimated to the college office before the commencement of the semester registration through concerned faculty advisor and HoDs, after thorough verification against the prospectus conditions applicable.

Principal requested the HoDs to come prepared in the next meeting for discussion /finalization on various concerns related to planning of academic activities for the ensuring odd semester.

The meeting came to an end by 12.15 pm.

Choondacherry,
26th July 2022


PRINCIPAL

Minutes of the meeting of the Heads of the Departments held on 12th August 2022

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJ CET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
3. Dr.V.P.Devassia, Principal
4. Dr.Madhukumar.S., Vice Principal
5. Dr. Ignatius Korah, HoD S&H
6. Dr. Binoy Baby, HoD, ME
7. Mr.Anish Augustine, HoD MCA
8. Dr. Suma Mathew, Representing SJBS
9. Dr. P.P.Joby, HoD CSE
10. Dr. Ginu Ann George, HoD EEE
11. Ms.Ance Mathew, HoD CE
12. Dr.Arun.P, HoD, ECE
13. Dr..Deepa.V., HoD, AD
14. Dr.Giby Jose, Representing ES
15. Dr. George Tom Varghese, HoD, EI

The meeting of HoDs commenced at 11.00 am at St. Joseph's block conference room
HoD/AG (1)/2022 - **Item No:1** Confirmation of the minutes of the meeting held on 26/07/2022
The council considered and approved the minutes of the meeting held on 26th July 2022 and reviewed the action taken status.

HoD/AG (2)/2022 - **Item No:2** Registration of the forthcoming odd semester

For M. Tech 3rd semester students, it is decided that the industrial training can be scheduled from 16th August 2022 to 2nd September 2022. Their registration for the 3rd semester (without fine) is scheduled on 12th September 2022. Upto 19th September 2022, the students can register for the 3rd semester by paying a late fee of Rs 50/- per day. From 20th September 2022 onwards, the student is not allowed to attend the classes.

For B. Tech 3rd Semester and 7th semester students, the date of registration (without fine) is 19th September 2022. The students can register for their semester by paying a late fee of Rs 50/- per day up to 26th September 2022. From 27th September 2022 onwards, the student is not allowed to attend the classes.

For B. Tech 5th Semester students, the date of registration (without fine) is 28th September 2022. The students can register for their semester by paying a late fee of Rs 50/- per day up to 6th October 2022. From 7th October 2022 onwards, the student is not allowed to attend the classes.

HoD/AG (3)/2022 - **Item No:3** Regarding internal audit of the even semester 2022

It is decided to intimate all the faculty members that all the academic and other activity files are to be updated in all respects of the completed even semester 2022. It is also decided to

conduct an internal audit before commencement of the next semester by the internal audit team members headed by IQAC chairman Dr. Madhukumar.S. The dates will be intimated soon.

HoD/AG (4)/2022 - Item No:4 Regarding committee constitution to plan the infrastructure facilities for the forthcoming odd semester.

It is decided to constitute a committee headed by Dr. Madhukumar.S, Vice Principal, in order to plan the infrastructure facilities for the forthcoming odd semester. The members of the committee are Dr. George Tom Varghese and Dr. Deepa.V. They are directed to give a report to the Principal by on or before 19th August 2022.

HoD/AG (5)/2022 - Item No:5 Regarding working days of Saturdays from the forthcoming semester onwards

It is decided that from the forthcoming semester onwards, 1st and 4th Saturdays are working days for all the staff members of SJ CET.

HoD/AG (6)/2022 - Item No:6 Regarding action plan of each department for the next forthcoming academic year.

Principal informed that an action plan should be prepared by the respective department HoDs for the forthcoming academic year and submit to the Principal on or before 12th September 2022.

HoD/AG (7)/2022 - Item No:7 Regarding minor selection of B. Tech 2021-2025 Batch and open elective selection of 7th semester B.Tech students

It is decided to offer a total of 8 minor courses (CE-1, EEE-1, AD-1, ER-1, CSE-1, ME-1, ECE-2 (one minor is offered combined with ME)) for B. Tech 2021-2025 Batch and 8 open electives (CE-1, EEE-1, CSE-2, ME-2, EIE-1, ECE-1) for B. Tech 7th semester students. Principal instructed HoD (EIE) to check the feasibility of offering one minor from the department preferably from Robotics and automation. Council decided to nominate Dr.P.P.Joby, HoD, CSE to finalize the allotment of these courses.

Chairman congratulated all the staff members of ME, ECE and S&H department ~~staff members~~ for the continuous effort from their side to secure 3-year NBA re-accreditation of Mechanical and Electronics and Communication Engineering programmes.

The meeting came to an end by 1.30 pm.

Choondacherry,
12th August 2022


PRINCIPAL

(2/2)

Minutes of the meeting of the Heads of the Departments held on 27th October 2022

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJ CET
2. Dr.V.P.Devassia, Principal
3. Dr. Madhukumar.S, Vice Principal
4. Dr. Ignatius Korah, HoD S&H
5. Dr. Binoy Baby, HoD, ME
6. Mr. Anish Augustine, HoD MCA
7. Dr. Ajith K Thomas, HoD SJBS
8. Dr. P.P.Joby, HoD CSE
9. Dr. Ginu Ann George, HoD EEE
10. Prof. Ance Mathew, HoD CE
11. Dr.Arun.P, HoD, ECE
12. Dr. Deepa.V., HoD, AD
13. Dr.Giby Jose, HoD, ES
14. Dr Shruthy.S, HoD In charge, CY
15. Dr. George Tom Varghese, HoD, EI

The meeting of HoDs commenced at 10.30 am at St. Joseph's block seminar room

HoD/AG(1)/2022 - Item No:1 Confirmation of the minutes of the meeting held on 20/10/2022

The council considered and approved the minutes of the meeting held on 20th October 2022 and reviewed the action taken status.

HoD/AG (2)/2022 - Item No:2 Regarding working of 29/10/2022

Council decided to suspend the classes scheduled on 29th October 2022 in connection with "Snehanilavu", family get together function of SJ CET and SJHMCT.

HoD/AG (3)/2022 - Item No:3 Regarding working of 1st November 2022

Council decided to extend B. Tech first year induction programme to 31st October 2022 in online mode and to suspend the classes on 1st November 2022.

HoD/AG (4)/2022 - Item No:4 Working days of Saturday's

Council decided that first and fourth Saturdays will be working days for students and staff members. Classes will be conducted in online mode on third Saturday's. Separate timetable will be issued shortly for third Saturday without including lab sessions.

HoD/AG (5)/2022 - Item No:5 Regarding external academic auditing

The external audit of the odd semester 2022 will be conducted from 15th November 2022 onwards. The main files which are to be audited are current status of the ongoing semester,

result analysis of the previous semesters, placement details of current pass out batch as well as present final year batch. Minor, Honours classes will be verified separately. S1 B. Tech and S1 M. Tech are not part of the present audit.

HoD/AG (6)/2022 - Item No:6 Meeting of class representative

A meeting of class representatives is arranged on 27th October 2022 at 2.30 pm in the St. Joseph's Block seminar hall. HoDs should inform concerned students to attend the meeting without fail. Principal will address the meeting.

HoD/AG (7)/2022 - Item No:7 Regarding faculty induction training programme

Council decided to conduct an induction programme for newly recruited faculty members in association with ISTE. In connection with this, HoDs are directed to give the list of faculty members who have not attended any pedagogical training, to Dr. George Tom Varghese, HoD, EIE on or before 28/10/2022.

HoD/AG (8)/2022 - Item No:8 Bus pass issue for first year students

It is decided to make bus passes mandatory for first year students from 3rd November 2022 to avail the college bus facility. The students who are not having bus pass are not allowed to use buses from 3rd November 2022 onwards.

The meeting came to an end by 12.05 pm.

Choondacherry,
27th October 2022


PRINCIPAL

HoD/MI (30)/2022

Minutes of the meeting of the Heads of the Departments held on 22nd November 2022

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJ CET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
3. Dr.V.P.Devassia, Principal
4. Dr. Madhukumar.S, Vice Principal
5. Dr. Ignatius Korah, HoD S&H
6. Dr. Binoy Baby, HoD, ME ✓
7. Mr. Anish Augustine, HoD MCA
8. Dr. Ajith K Thomas, HoD SJBS
9. Prof. Smitha ^{Seery}, Representing CSE
10. Prof. Shanooga Chandran Representing EEE
11. Prof. Ance Mathew, HoD CE
12. Dr.Arun.P, HoD, ECE ✓
13. Dr. Deepa.V., HoD, AD
14. Dr S. Pruthy.S, HoD in Charge, CY
15. Dr. George Tom Varghese, HoD, EI

AD ✓
CE ✓
EE ✓
EI ✓
GS ✓
ME ✓

The meeting of HoDs commenced at 10.30 am at St. Joseph's block seminar room.

HoD/AG (1)/2022 - Item No:1 Confirmation of the minutes of the meeting held on 7/11/2022

The council considered and approved the minutes of the meeting held on 7th November 2022 and reviewed the action taken status.

- It is decided to prepone college technical fest Asthra 2022-23 to 1st and 2nd December 2022 as university examination got postponed to 3rd December 2022.
- It is decided to postpone orientation programme for B. Tech first year students to 12th and 13th of December 2022 to facilitate 1st year students also to participate in Asthra.

HoD/AG (2)/2022 - Item No:2 Collection of faculty feedback from the students

It is decided to collect the first feedback from the students of odd semester 2022-23 on or before 24/11/2022. HoDs are informed to take necessary steps to collect the same.

HoD/AG (3)/2022 - Item No:3 Regarding entering and verifying the information of students into etlab

It is observed that the details submitted by students under the profile tab in etlab contain errors. Hence it is decided to verify the information provided by the students by the respective faculty advisors. If it is found incorrect, the students should re-enter and submit it. The verification process has to be completed on or before 9th December 2022.

HoD/AG (4)/2022 - Item No:4 Entry of staff members into the campus during public holidays.

It is decided to keep one register at security gate to enter the details of the staff members who are coming to the college on public holidays. The staff members are to be directed by HoDs to fill up the details as and when applicable.

HoD/AG (5)/2022 - Item No:5 Regarding conduct of internal test for B. Tech students

It is decided to conduct internal test for B. Tech students form 17th December 2022 to 22nd December 2022. The tentative schedule is fixed as follows

Semester	Internal Test	Date
S1	1 st	17 th December 2022 to 22 nd December 2022
S3	2 nd	12 th December 2022 to 19 th December 2022
S5	2 nd	14 th December 2022 to 22 nd December 2022
S7	2 nd	15 th December 2022 to 20 th December 2022

The retest for B. Tech students will be scheduled as follows.

Semester	Date
S3	20 th December 2022 to 22 nd December 2022
S5	2 nd January 2023 to 5 th January 2023
S7	20 th December 2022 to 22 nd December 2022

HoD/AG (6)/2022 - Item No:6 Alumni meet of academic year 2022-23

It was decided to conduct college alumni meet of academic year 2022-23 on 23rd December 2022 at 3.00 pm. Department alumni coordinators are informed to organize department level meeting to ensure better participation.

HoD/AG (7)/2022 - Item No:7 Regarding purchasing/repairing of components/equipment in the laboratory

The Chairman alerted all about the necessity to have better financial discipline in day to day activities of the college. The administrative sanction should be taken prior to making expenditure. If the proposed amount is below Rs. 15,000/-, Principal can sanction it. If it is above Rs. 15,000/-, Chairman's sanction is mandatory after the approval from Principal. If it is above one lakh, minimum of 3 bids are required to ensure price competitiveness. It is also advisable to constitute department level purchase committees for screening the high value purchases.

HoD/AG (8)/2022 - Item No:8 Regarding students' vehicle entry into the campus

Students' vehicle entry into the campus is strictly prohibited. But in genuine cases, sanction can be accorded. Vice Principal was entrusted to verify the genuinity with respective HoDs before granting such permission.

The meeting came to an end by 12.30 pm.

Choondacherry,
22nd November 2022


PRINCIPAL

**Agenda for the meeting of the Heads of the Departments Scheduled on 22nd November
2022**

1. Confirmation of the minutes of the meeting held on 8th November 2022.
2. Collection of faculty feedback from the students
3. Regarding entering and verifying the information of students into etlab
4. Entry of staff members into the campus during public holidays.
5. Regarding conduct of internal test for B. Tech students
6. Alumni meet of academic year 2022-23
7. Regarding purchasing/repairing of components/equipment in the laboratory
8. Regarding students' vehicle entry into the campus