



(Abstract)

Re-constitution of IQAC - Approved - Orders issued.

ACADEMIC A1 SECTION

No. Ac. A1/203/IQAC/1/2025

Date 14-01-2025

- Read:** 1. Order No. Ac. A1/203/IQAC/1/2024 dated 23-10-2024
2. Guidelines issued by NAAC for the creation of the IQAC for Autonomous colleges-updated version as on April 2022
3. Orders of the Chairman, SJCT dated 14-01-2025

ORDER

The Internal Quality Assurance Cell (IQAC) of the college was reconstituted, vide paper 1 read above, in accordance with the guidelines issued by NAAC for the creation of the IQAC for Autonomous colleges, vide paper 2 read above.

Consequent on the reorganisation of the duties and responsibilities of the existing members, and to maintain the tempo and traction of quality consciousness so as to incorporate it as an indispensable element of this institution, it has become imperative to reconstitute the IQAC.

After considering the whole matter in detail, sanction has been accorded by the Chairman, SJCT, vide paper 3 read above, to reconstitute the IQAC of the college with the following members.

Sl. No.	Name	Role
1	Dr. V P Devassia, Principal	Chairperson
2	Fr. Dr. Joseph Purayidathil, Vice-Principal	Faculty representative
3	Dr. Jilse Sebastian, Assoc. Professor, ME	IQAC Coordinator
4	Ms. Smitha Jacob, Asst. Professor, CSE	Faculty representative & Joint Co-ordinator
5	Fr. Thomas Njavallil, Lab Manager	Management representative
6	Dr. Joby P P, Professor & Head, CSE	Faculty representative
7	Dr. Rajesh Baby, Dean Academics-I	Faculty representative
8	Dr. Rahul Shajan, HoD, MCA	Faculty representative
9	Mr. Sabarinath G, Assistant Professor, CSE(CY)	Faculty representative
10	Ms. Rashmi Annamma George, Asst. Professor, AD	Faculty representative
11	Dr. Abyson Scaria, Assistant Professor, ME	Faculty representative
12	Mr. Manish Jose, Asst. Professor, CE	Faculty representative
13	Mr. Justine Thomas, Librarian	Library representative
14	Fr. John Mattamundayil, Bursar	Management representative
15	Mr. K M Thomas, SAO	Senior Administrative Officer
16	Ms. Beena Tomy, President, Bharananganam Grama Panchayath	Nominee from Local Society
17	Ms. Niya Justine (Admission No. 23/CS/182)	Nominee from Students
18	Mr. Manu Thomas, Lead-Business Development, Digital University, Kerala (Alumni, 2002-2006 CSE)	Nominee from Alumni

19	Mr. Christy Nainan, Project Manager, Magnima LLC, 7820 Bolsa Avea, Midway City, CA 92655, USA	Nominee from Employers
20	Mr. Shan J Mampampil, Managing Director - Mampampil Intermix Pvt Ltd (Mampampil House, Pizhaku P.O, Pala)	Nominee from Industrialists
21	Mr. Roy John, PTA Vice-President	Nominee from stakeholders

The IQAC shall have the following functions;

- a) Development and application of quality benchmarks;
- b) Framing parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- e) Dissemination of information on various quality parameters to all stakeholders;
- f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- g) Documentation of the various programmes/activities leading to quality improvement;
- h) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- j) Periodical conduct of Academic and Administrative Audits and its follow-up;
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

The membership of the nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

The above order shall come into force w.e.f. 14-01-2025.

Orders are issued accordingly.

Copy to,

1. Members concerned
2. Director, SJ CET
3. Manager, SJ CET
4. Vice-Principal
5. IQAC Co-ordinator
6. Website Administrator
7. All HoDs
8. Superintendent/JS
9. CA to Principal
10. PRO
11. Stock File/File Copy/e-Records




PRINCIPAL