



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



Ref: SJCET/IQAC/2025-26/

Date: 17/01/2025

To

The Members of IQAC

St. Joseph's College of Engineering & Technology, Palai

Choondacherry P O, Kottayam, Kerala

NOTICE

Sir

Subject: IQAC Meeting # – Reg

We cordially invite you to attend the Internal Quality Assurance Cell (IQAC) Meeting of our college scheduled at 03.00 PM 17/01/2025 in SJB Board Room, St. Joseph's College of Engineering & Technology, Palai

AGENDA

1. Role of IQAC in an Autonomous Institution
2. Functions of IQAC
3. Reconstitution of IQAC after Autonomous status & Introduction of Members
4. Structure of IQAC at SJCET
5. Proposed MIS for IQAC Data Collection
6. Title uniformity for Department statutory committees on view of upcoming NBA Accreditations
7. Outcome Assessment modifications (for Autonomous batches)
8. Combining Academic Audit & ERP Audit together
9. Selection of coordinators for NBA, ISO, NIRF & KIRF

You are requested to confirm your presence as it will help us to make further provisions.
Looking forward to hear from you.

Yours Sincerely

Dr. Jilse Sebastian
Coordinator, IQAC



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



Internal Quality Assurance Cell

Meeting Attendance

Venue : SJB Board Room

Date : 17.01.2024

Time : 03.00 PM

Sl. No.	Name	Role	Sign
1	Dr. V P Devassia, Principal	Chairperson	
2	Dr. Jilse Sebastian, Assoc. Professor, ME	IQAC Coordinator	
3	Ms. Smitha Jacob, Asst. Professor, CSE	Faculty Representative & Joint Coordinator	
4	Dr. Joseph Purayidathil, Vice Principal	Faculty Representative	
5	Fr. Thomas Njavallil, Lab Manager	Management Representative	
6	Fr. John Mattamundayil, Bursar	Management Representative	
7	Dr. Joby P P, Professor & Head, CSE	Faculty Representative	
8	Dr. Rajesh Baby, Dean Academics-1	Faculty Representative	
9	Dr. Rahul Shajan, HoD - MCA	Faculty Representative	
10	Mr. Sabarinath G, Asst. Professor, CSE(CY)	Faculty Representative	
11	Ms. Rashmi Annamma George, Asst. Prof, AD	Faculty Representative	
12	Dr. Abyson Scaria, Asst. Professor, ME	Faculty Representative	
13	Mr. Manish Jose, Asst. Professor, CE	Faculty Representative	
14	Mr. Justine Thomas, Librarian	Library 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	Nominee from Alumni	- Absent -
19	Mr. Christy Nainan, Project Manager, Magnima LLC, USA	Nominee from Employers	
20	Mr. Shan J Mampampil, MD Mampampil Intermix Pvt Ltd.	Nominee from Industrialist	
21	Mr. Roy John, PTA Vice President	Nominee from Stakeholders	

Minutes of IQAC Meeting held on 17-01-2025

Date: 17th January 2025 (Friday)

Time: 3:00 PM – 4:30 PM

Venue: St. Joseph's Block Board Room

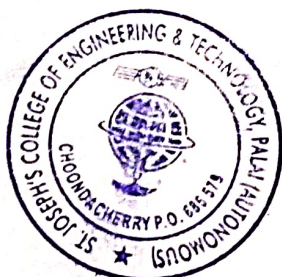
Agenda

- 1) Welcome and review of action taken on previous meeting decisions.
- 2) Reconstitution of IQAC after Autonomous status & Introduction of Member
- 3) Functions of IQAC
- 4) MIS for IQAC Data Collection
- 5) Title uniformity for Department quality assurance committees.
- 6) Outcome Assessment modifications (for Autonomous batches)
- 7) Combining Academic Audit & ERP Audit.
- 8) Selection of coordinators for NBA, ISO, NIRF & KIRF

Members Present

1. Dr. V. P. Devassia, Principal and Chairperson
2. Fr. Dr. Joseph Purayidathil, Vice Principal
3. Dr. Jilse Sebastian, IQAC Coordinator
4. Ms. Smitha Jacob, Asst. Professor, CSE
5. Fr. Thomas Njavallil, Lab Manager.
6. Dr. Joby P.P, Professor & Head, CSE
7. Dr. Rajesh Baby, Dean Academics -I
8. Dr. Rahul Shajan, HoD, MCA
9. Mr. Sabarinath G Pillai, Asst. Professor, CSE(CY)
10. Ms. Rashmi Annamma George, Asst. Professor, AD
11. Dr. Abyson Scaria, Asst. Professor, ME
12. Mr. Manish Jose, Asst. Professor, CE
13. Mr. Justine Thomas, Librarian
14. Fr. John Mattamundayil, Bursar
15. Mr. K. M. Thomas, SAO
16. Ms. Beena Tomy, President, Bharananganam Grama Panchayath
17. Ms. Niya Justine, Student Representative
18. Mr. Christy Nainan, Employer Representative
19. Mr. Shan J Mampampil, Industry Representative
20. Mr. Roy John, PTA Vice President

Mr. Manu Thomas, Alumni Representative was not able to attend the meeting and he expressed his inability to attend the meeting in advance due to the pre-occupation in his office.



1. Welcome and Introduction

After a silent prayer, Dr V P Devassia, the Principal, extended a cordial welcome to the participants. The minutes of the previous meeting and the action taken report were presented by the IQAC Coordinator, Dr.Jilse Sebastian. The committee approved the minutes and reviewed the action taken status.

2. Reconstitution of IQAC after Autonomous status & Introduction of Members

The IQAC coordinator informed the committee that consequent to conferring of Autonomous status of SJ CET, the IQAC has been reconstituted with the following members vide order No. Ac. A1/203/IQAC/1/2025 dated 14/01/2025.

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
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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



3. Functions of IQAC

Dr. Jilse Sebastian presented the functions of IQAC for awareness among the newly reconstituted IQAC members, the main points being:

- Quality Benchmarks: Establish and apply benchmarks for academic and administrative functions.
- Activity Parameters: Define parameters to enhance institutional processes.
- Learner-Centric Environment: Promote quality education and participatory learning.
- Feedback Collection: Gather and analyze feedback from stakeholders.
- Information Dissemination: Share quality parameters with stakeholders.
- Workshops & Seminars: Organize events on quality themes and promote quality circles.
- Documentation: Maintain records of quality improvement initiatives.
- Nodal Agency Role: Coordinate quality activities and best practices.
- Database Maintenance: Manage institutional data through MIS.
- Audits: Conduct academic and administrative audits with follow-up actions.
- AQAR Submission: Prepare and submit the annual report per NAAC guidelines.

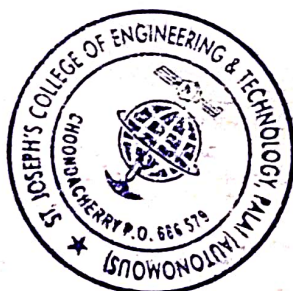
He further explained the proposed functional structure of IQAC at SJCTET as follows:

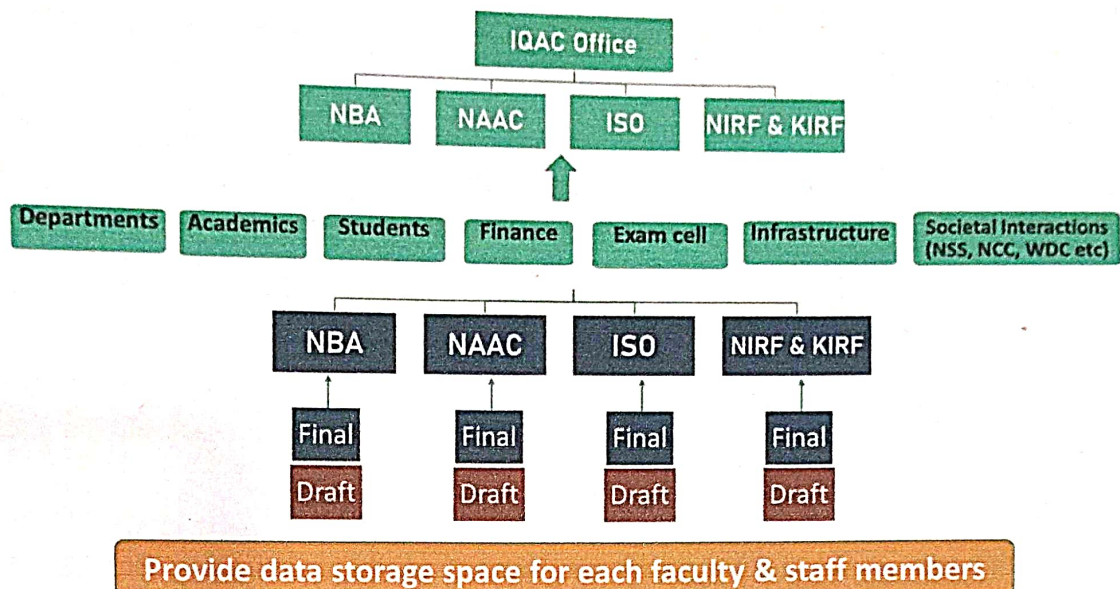
- (i) The IQAC consists of the Chairman, Coordinator, Nominated Members, and IQAC Office.
 - IQAC Meetings are to be conducted once in each quarter of the year.
- (ii) IQAC Team Composition and Meeting Frequency:
 - The IQAC Team includes the Chairman & Coordinator, DQAC Coordinators, HODs, Deans, COE Representative, IQAC Office, ISO Coordinator, and NIRF & KIRF Coordinator.
 - Meetings are scheduled once in every month.
- (iii) IQAC Core Team Structure and Meeting Frequency:
 - The IQAC Core Team consists of the Coordinator, Selected Members, ISO Coordinator, and NIRF Coordinator.
 - Meetings will be held once in every two weeks or as required.

The committee expressed satisfaction about the functional structure.

4. MIS for IQAC Data Collection.

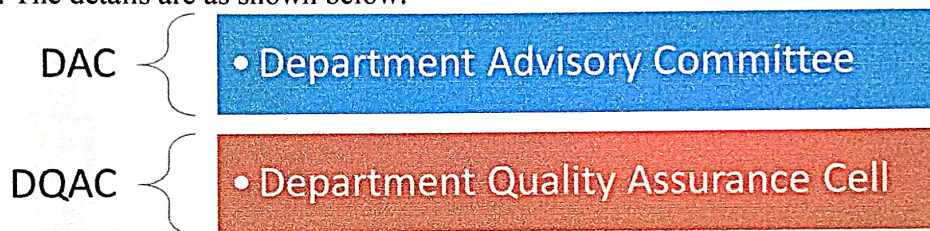
Since the data required for various quality assessment platforms are different, a well-structured MIS is mandatory. In this regard an MIS system was proposed and after discussions the following important data flow was agreed for smooth systematic data collection.





5. Title uniformity for Department Quality Assurance committees

In view of upcoming NBA Accreditations, it was decided that all department quality assurance committees should adopt uniform titles to ensure consistency across the institution. The details are as shown below:



DAC Advisory Committee including External Members

- Meet once in an year

DQAC Implementation Team

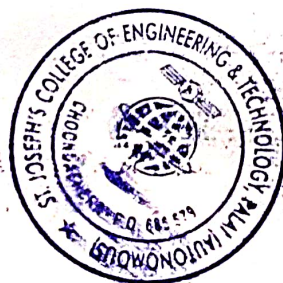
- Meet once in every semester

6. Outcome Assessment modifications (for Autonomous batches).

It is proposed that for autonomous batches, the computation weightage may be modified, considering that end-semester examination (ESE) question-wise marks are recorded. This modification aims to enhance accuracy in performance evaluation and align assessment methods with institutional requirements. Hence the IQAC Team was authorized to engage in discussions and make decisions regarding the revised computation weightage, subject to reporting to IQAC.

7. Combining Academic Audit & ERP Audit.

A proposal was made to combine both academic and ERP audits to streamline the process and ensure comprehensive evaluation. The integration aims to enhance data accuracy, improve resource utilization, and provide a unified approach to institutional audits. It was decided that the trained IQAC Team will serve as auditors for the audit process.



8. Selection of coordinators for NBA, ISO, NIRF & KIRF.



The proposed coordinators were unanimously approved for the respective responsibilities at SJ CET Palai:

NBA Accreditation: Prof. Smitha Jacob, CSE

ISO 9001:2015: Prof. Sabarinath G Pillai, CY – designating as MR

NIRF/KIRF submission coordinator: Prof. Dr. Joby PP

The meeting concluded with the IQAC Coordinator Dr Jilse Sebastian expressing gratitude to all members for their valuable contributions.

Prepared by: Dr. Jilse Sebastian IQAC Coordinator		Approved by: Dr. V. P. Devassia Chairperson, IQAC	 12/02/2025
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Date: 12/02/25

