# St Joseph Engineering College Mangaluru – 575 028

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Minutes of Meeting	ŞI.	Internal Quality Assurance Cell (IQAC)
Date	1	11 November 2020 (Saturday)
Venue	1	Online (Webex Platform)
Time	;	10.30 AM to 1.00 PM

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# Members Present

1.       Rev. Fr Wilfred Prakash D'Souza       Asst Director         2.       Rev. Fr Alwyn D'Souza       Asst Director         3.       Rev. Fr Alwyn D'Souza       Asst Director         4.       Dr Rio D'Souza       Principal         5.       Mr Rakesh T. Lobo       HR Manager         6.       Mr Rajinikanth U.       CLO - Agri-Business, Adventz Centre, Bangalore         7.       Mr Praveen Kumar Kalbhavi       MD & CEO, Novigo Solution, India/USA         8.       Dr Niranjan U. C.       Director, Ave Maria Paliative care, Vamanjoor         9.       Dr Lavina Norohna       Director, Ave Maria Paliative care, Vamanjoor         10.       Mr Robert Fernandes       Secretary, Mallur Gram Panchayat, Mangaluru         12.       Mr Carlton M. A. Sequeira       Works Manager, Sai Radha, Mangaluru         13.       Mr Sourabh Jain       Team lead - 99Games         14.       Mr Robert Fernandes       Secretary, Mallur Gram Panchayat, Mangaluru         15.       Dr Sudheer M.       HOD-MECH, Dean – SW         16.       Dr Standeer M.       HOD-CIV         17.       Dr Standaya       HOD-CIV         18.       Dr Vincent Crasta       HOD-MECH, Dean – SW         18.       Dr Vincent Crasta       HOD-HECE         21.<	SI. No.	Name	Designation
3.       Rev. Fr Alwyn D'Souza       Asst Director         4.       Dr Rio D'Souza       Principal         5.       Mr Rakesh T. Lobo       HR Manager         6.       Mr Rajinikanth U.       CLO - Agri-Business, Adventz Centre, Bangalore         7.       Mr Praveen Kumar Kalbhavi       MD & CEO, Novigo Solution, India/USA         8.       Dr Niranjan U. C.       Director, Research and Training - Manipal Dot Net Labs         9.       Dr Lavina Norohna       Director, Ave Maria Palliative care, Vamanjoor         10.       Mr Robert Fernandes       Secretary, Mallur Gram Panchayat, Mangaluru         11.       Mr Nelson Castelino       Proprietor, M/s. Nithyadar Battery Works, Mangaluru         12.       Mr Carlton M. A. Sequeira       Works Manager, Sai Radha, Mangaluru         13.       Mr Sourabh Jain       Team lead - 99Games         14.       Mr Robert Fernandes       Secretary, Mallur Gram Panchayat, Mangaluru         15.       Dr Shreeranga Bhat       Coordinator - IQAC         16.       Dr Prakash Pinto       Dean-MBA         17.       Dr Sudheer M.       HOD-CIV         18.       Dr Yajnheswaran Bhagithimar       HOD-CIV         19.       Dr Stridevi Saralaya       HOD-CIV         19.       Dr Stanalaya       HOD-CIV	1.	Rev. Fr Wilfred Prakash D'Souza	Director
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43. Ms Sadhana Kumble Asst. Prof, CSE			
44. Mr Sreenath Acharya Asst. Prof, CSE			
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SI. No.	Name	Designation '
45.	Mr Yathish Kumar	Asst. Prof, MECH
46.	Ms Gayana	Asst. Prof, CSE
47.	Ms Enola Lesni Coelho	Student Representative - CSE
48.	Mr Sheik Mohammad Zunain	Student Representative - CIV
49.	Mr Elwin C D	Student Representative - ECE
50.	Ms Alfa Maria Tom	Student Representative - EEE
51.	Mr Varun M	Student Representative - MECH
52.	Ms Maria Smilin Almeida	Student Representative - MBA
53.	Ms Abhijna D V	Student Representative - MCA

#### Agenda of the meeting:

- 1. Review of Minutes of previous IQAC Meeting date: 23 November 2019.
- 2. Updates related to Accreditation.
- 3. Review of schemes and syllabus for Autonomy.
- 4. Input and Insight on Strategic Plan.
- 5. Attainment, and action item for continual improvement.
- 6. Any other matter with the permission of the chair.

### **Discussions held:**

The Principal, Dr Rio D'Souza, welcomed all the members and started the meeting with a silent prayer. Dr Shreeranga Bhat put forth the agenda of the meeting with a presentation.

# Agenda 1: Review of the previous meeting

Dr Shreeranga Bhat mentioned the inclusion and discussion of GATE question in every module of Engineering course. Attainment target of each department was discussed, and he mentioned that the attainment target of ECE was revised. He also stated the reinforcement of language and itinerary skills for the students. He cited that students were encouraged to participate in Tech summit and Hackathons. Moreover, he indicated that most of the department had started an add-on course in their curriculum.

#### Agenda 2: Updates related to Accreditation

Dr Shreeranga Bhat mentioned the visit of Autonomous expert team is scheduled on 26 and 27 November 2020 and NAAC Accreditation visit is postponed to February 2021. Also, the Principal requested all the stakeholders extend their support during the impending statutory committee visits.

# Agenda 3: Review of schemes and syllabus for Autonomy

Dr Shreeranga Bhat presented the Academic schedule and syllabus to be carried out after Autonomous Status to the college. Details regarding odd, even semester and supplementary semester exam duration were discussed. He mentioned that college would incorporate the selfstudy component in the new autonomous syllabus. Mr Praveen Kumar Kalbavi suggested empowering entrepreneurship to boost jobs. Dr Lavina suggested training students in life skills and social responsibilities etc. Dr Niranjan suggested involving Alumni in courses preparation, delivery, guest lecture etc.

# Agenda 4: Input and Insight on Strategic Plan

Dr Rio presented the strategic plan to the stakeholder. He has delineated short-term plan such as obtaining the Autonomous status, strengthen the industry interaction, upgrading the faculty qualification, consultancy and seeking funds. Further, he mentioned the long-term plans such as establishing more academic MOUs, startup, community engagement, attainment of Deemed to be University status etc.

# Agenda 5: Attainment and action item for continual improvement.

Dr Shreeranga Bhat presented the POs attainment of the different department at UG level and PG levels. Dr Rio Dsouza briefed about the various POs attainment. Dr Dayakshini, HOD-ECE

mentioned the suggestion given in their DAB meeting to conduct the activities beyond the syllabus. Dr Sridevi Saralaya, HOD-CSE cited that DAB members suggested having additional course as content beyond the syllabus to match the industry requirement. Dr Prakash Pinto, Dean-MBA, mentioned that DAB suggested having training sessions to the students to sharpen their skills, such as certification on excel, professional counselling to the students. Dr Sudheer M., HOD-ME mentioned the revision of PEO is done in the DAB meeting, and the same is presented to IQAC members for their approval. Also, he cited the use of MATLAB and Labview in the curriculum, and various certification course to be included in the curriculum. Mr Sathisha K., I/C HOD-EEE mentioned the suggestions of DAB members such as awareness of competitive exam, the inclusion of course on safety management in Electrical Engineering. Mr Manjunath, Asst. prof. - CIV, stated the suggestion DAB recommendation of including case study to the students in the teachinglearning process and visit to the construction sites of the tunnel, bridges to get a broader experience. Ms Sumangala N., I/C HOD-MCA mentioned that the suggestion given in their DAB meeting about providing a collaborative learning environment to solve a complex problem, online courses and participation in Hackathon. Dr Ramananda H. S., HOD-MATH, mentioned the inclusion of aptitude training in 1st year UG mathematics syllabus. Dr Vincent Crasta, HOD-PHY stated their departmental ESR activities. Dr Jyothi K., HOD-CHEM, mention about outreach programs and consultancy services of the department. Ms Sangeetha Ferraro, Placement officer, mentioned about outcomes of VACT training program at the institution.

#### Agenda 6: Any other matter with the permission of the chair

Dr Shreeranga Bhat presented about revised PEO of the mechanical department for suggestion from IQAC, and the same is approved by the IQAC.

Action Item No.	Action Item	Person Responsible to Coordinate	Time schedule for completion
I/2020-21/1	Enhance Entrepreneurship	Industry and Innovation Group	
	culture and activities		
	among students	HODs of respective departments	
I/2020-21/2	Involvement of Alumni in	Alumni Coordinator	30 June 2021
	course material	Alumni Coolumator	
	preparation, delivery, and	HODs of respective departments	
	guest lecture	HOD's of respective departments	
1/2020-21/3	Including Life Skills and		
	Social Responsibilities in	HODs of respective departments	
	curriculum		
1/2020-21/4	Inclusion and discussion of	Individual Faculty members under	
	Competitive Exam/GATE	the supervision of HOD	
	questions in the classroom	the supervision of HOD	

### Actions Items for Continual Improvement

**Dr Shreeranga Bhat** Coordinator-IQAC

Dr Rio D'Souza Principal

Copy to: Director/Asst Directors - Fr Rohith D'Costa & Fr Alwyn D'Souza/ HRM
Mr Rajinikanth U., Mr Adrian D'Souza, Mr Praveen Kumar Kalbhavi, Mr Praveen Kamath Kumbla, Dr Niranjan U. C., Dr Lavina Noronha, Mr Robert Fernandes, Mr Nelson Castelino, Mr Carlton M. A. Sequeira, Ms Suma Krishna Addoor, Mr Anand Deepak D'Souza, Mr Sourabh Jain, Ms Madhura Bharadhwaj, Mr Preetham Winston D'souza (through e-mail)
Deans – MBA, HODs-ME/ECC/EEE/CSE/Civil/MCA/Chemistry/Physics/Math – with a request to share it with the program coordinators, staff and student representatives

Coordinators – IIG, PTG, Alumni Coordinator, Librarian, Placement officer, File