

St Joseph Engineering College

Mangaluru – 575 028

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

Members Present

Sl. No.	Name	Designation
1.	Rev. Fr Wilfred Prakash D'Souza	Director
2.	Rev. Fr Rohith D'Costa	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, 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-MECH, Dean – SW
18.	Dr Yajneswaran Bhagithimar	HOD-CIV
19.	Dr Sridevi Saralaya	HOD-CSE
20.	Dr Dayakshini	HOD-ECE
21.	Mr Sathisha K.	I/c HOD-EEE
22.	Ms Sumangala N.	I/c HOD-MCA
23.	Dr Vincent Crasta	HOD-PHY
24.	Dr Ramananda H. S.	HOD-MATH
25.	Dr Jyothi K.	HOD-CHEM
26.	Dr Feley D'Souza	Librarian
27.	Ms Diana Monterio	Collaboration Officer
28.	Ms Sangeetha Ferraro	Placement Officer
29.	Mr Pavana Kumar	Coordinator - QAG
30.	Mr Swaraj Lewis	Asst. Prof, MECH
31.	Mr Gururaj	Asst. Prof, MCA
32.	Mr Keith Fernandes	Asst. Prof., ECE
33.	Mr. Vinoothan Kaliveer	Asst. Prof, MECH
34.	Ms Shakila B	Asst. Prof, MBA
35.	Mr Sharun Mendonca	Asst. Prof., MECH
36.	Mr Harsha AJ	Asst. Prof, Mathematics
37.	Mr Rolen Rodrigues	Asst. Prof, EEE
38.	Mr Franco Menezes	Asst. Prof, EEE
39.	Ms Chaitra UR	Asst. Prof, ECE
40.	Mr Satyendra Bhat	Asst. Prof, MCA
41.	Ms Anjali Ganesh	Asst. Prof, MBA
42.	Mr Sachin U	Asst. Prof, CIV
43.	Ms Sadhana Kumble	Asst. Prof, CSE
44.	Mr Sreenath Acharya	Asst. Prof, CSE

Sl. 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 self-study 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 Niranjana 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 teaching-learning 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.

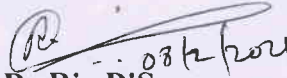
Agenda 6: Any other matter with the permission of the chair

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

Actions Items for Continual Improvement

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


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 Niranjana 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