St Joseph Engineering College
Mangaluru – 575 028

Minutes of Meeting	:	Internal Quality Assurance Cell (IQAC)
Date	:	25 June 2022 (Saturday)
Venue	:	Board Room and Online (Zoom Platform)
Time	:	3.30 PM to 5.00 PM

Members Present

Sl. No.	Name	Designation
1.	Rev. Fr Alwyn Richard D'Souza	Asst. Director
2.	Dr Rio D'Souza	Principal
3.	Mr Rakesh T. Lobo	HR Manager
4.	Dr Ravikumar C P	Director, Texas Instruments, Bengaluru
5.	Prof. Arul Jayachandran S	Assoc. Prof., Dept. of Civil Engg., IITM
6.	Mr Alexander Joel Pereira	Composer, Parent of Ms Kate Angela Jeanne Pereira (4SO20AI027)
7.	Ms Maevis Audy Rego	Officer, Bank of Baroda, Parent of Ms Tina Benita Rego (4SO20CS171)
8.	Dr Vincent Crasta	Dean – Academic Affairs
9.	Dr Ramananda H S	Dean – Student Welfare
10.	Mr Vaman Gudi	Controller of Examination
11.	Dr Sridevi Saralaya	HOD - Computer Science and Engg.
12.	Dr Yajnheswaran B	HOD – Civil Engg.
13.	Dr Purushothama Chippar	HOD - Mechanical Engg.
14.	Dr Binu K G	Head - Strategy & Planning
15.	Mr Sathyendra Bhat	Head - Placements & Training
16.	Dr Felcy D'Souza	Librarian
17.	Mr Hareesh B.	Asst. Prof., Dept. of Computer Applications
18.	Ms Preetha D'Souza	Asst. Prof., Dept of Electronics and Comm. Engg.
19.	Ms Shalet Saldanha	Office Superintendent
20.	Mr Sudhir Pinto	Stores In Charge
21.	Mr Akhtar Ahsan Sayeed	IV Year – MECH (4SO18ME703)
22.	Ms Annapurna	III Year - CSE (4SO19CS022)
23.	Dr Shreeranga Bhat	Head – IQAC

Members on Leave of Absence

Sl. No.	Name	Designation
24.	Rev. Fr Wilfred Prakash D'Souza	Director
25.	Mr V S Nandkumar	DG, CPRI, Bengaluru
26.	Mr Pranav	2020 Batch ECE graduate
27.	Ms Jahnavi U Mulki	2020 Batch Civil graduate
28.	Dr Sudheer M	Dean – Research and Development
29.	Dr Babitha Rohit	Assoc. Prof., Dept of Business Administration
30.	Mr Maxim D'Souza	Foreman, Dept of Electrical and Electronics Engg.

Agenda of the meeting:

1. Review of Minutes of previous IQAC Meeting date: 29 Dec 2021.
2. Updates related to Accreditation and AQAR submission.
3. Institutional Development plan.
4. Autonomy curriculum.
5. 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, Head-IQAC, put forth the meeting agenda with a presentation.

Agenda 1: Review of the previous meeting

- The Action Taken Report (ATR), based on the suggestion of the previous IQAC meeting, was presented by Dr Shreeranga Bhat, Head-IQAC, during the meeting.

- Dr Ravikumar C P, Director-Texas Instruments, suggested having an impact analysis of each suggestion and quantifying the improvements. Also, he stressed taking only one or two suggestions for the in-depth analysis to comprehend the improvements. He mentioned quantifying the student participation in the ATR and pictorially presenting the findings.

Agenda 2: Updates related to Accreditation and AQAR

- Dr Shreeranga Bhat presented the achievements of NAAC (A+ Grade) and NBA accreditation of UG Civil Engineering and MBA program.

- He also cited the Annual Quality Assurance Report (AQAR) availability on the intuitional website to be submitted to the NAAC.

- In addition, he informed that the NBA Expert team visit is scheduled from 1-3 July 2022 for re-accreditation of CSE, ECE, EEE, and Mech UG engineering programs. He requested the support of the stakeholders during the impending visit.

Agenda 3: Institutional Development plan.

- The IDP version-01, developed by a team of faculty members in line with the National Education Policy (NEP-2020), was presented by Dr Binu K G, Head-Strategy & Planning.

- Dr Ravikumar C P suggested prioritizing the IDP and freezing the top items for the deployment. Also, it is recommended to have very few IDP items for the deployment to ensure the proper balance between teaching-research-administrative responsibilities among the faculty members.

- Prof. Arul Jayachandran S, Associate Professor, IIT-M, supported the view of having minimal IDP for the deployment from the department's perspective.

- During the meeting, it was decided to discuss IDP related to Innovation and entrepreneurship.

- Dr Ravikumar C P verified the availability of Startups and innovation ecosystem on the campus. He was informed about the college's AICTE Idea lab, NAIN (GoK) incubation network and entrepreneurial cell. Also, it was mentioned that the prime objective of supporting in-house startups is ensuring internships for the students and providing job opportunities.

- Dr Ravikumar C P mentioned that according to the IDP goal to increase the PhD from 35% to 75%, faculty members must be provided sufficient time to conduct their research. Thus, it is expected to keep the IDP manageable for the next few years.

Agenda 4: Autonomy curriculum.

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- The autonomy curriculum with credit distribution of UG engineering programs, MBA and MCA programs were explained by Dr Vincent Crasta, Dean- of Academic Affairs.

- The Principal mentioned that KLE Tech University is taken on the benchmark for the "Skill Development and Entrepreneurship" course introduced in the Autonomy Curriculum.

- Dr Ravikumar C P discussed the "Advanced fab lab" and suggested changing the name from "Advanced fab lab" to "Basic fab lab".

- Dr Purushothama, HOD-Mech, explained the rationale behind the naming of "Advanced fab lab" (3D printing, laser cutting and laser etching). He also mentioned that there are six 3D printers which can be effectively utilized by the class having 60 students by staggering them with Laser cutting and laser etching process.

- Dr Ravikumar C P mentioned his concern about the inclusion of Design Thinking for the first semester students and the availability of qualified staff to teach the subject. Dr Purushothama clarified that faculty members had undergone training in Design Thinking through online learning platforms such as NPTEL, Coursera etc.

- Dr Ravikumar C P verified the inputs from the Alumni about the Design Thinking course. The Principal said Alumni feedback was taken while framing the syllabus and supported the inclusion of the same in the FY. Course corrections were made as per the suggestions of Alumni. When the Principal mentioned the success of the "Skill Development and Entrepreneurship" course at KLE Tech University, Dr Ravikumar C P suggested ensuring infrastructure and staff to support the model on par with the benchmarked institution. The Principal points out that the infrastructure and qualified faculty members are available; however, the institution has been concentrating on capacity building for the next two years.

- Dr Ravikumar C P mentioned a structured feedback collection from the faculty and students from the "Skill Development and Entrepreneurship" course.

- Dr Vincent clarified the doubts related to the Industry Oriented Training (IoT) program added to the MCA program to ensure Aptitude and Soft Skills.

- Prof. Arul Jayachandran S expressed his concern regarding reducing credits related to the core subjects in the autonomy curriculum.

Agenda 5: Any other matter

- Prof. Arul Jayachandran S verified the average teaching hours of the faculty members and the average Student Faculty ratio in the college. He also mentioned his concern regarding the online platform used and its subscription for the meeting due to interruption.

- The Principal mentioned the Teaching-Learning Center (TLC), consortium membership of IUCEE (Indo-Universal Collaboration for Engineering Education) and activities under the same

to enhance the pedagogies engagement among the faculty members as answers to the query raised by Prof. Arul Jayachandran S.
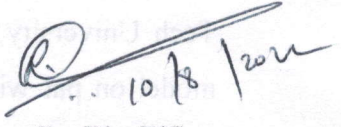
- Prof. Arul Jayachandran S suggested measuring the effectiveness of TLC.
- Further clarification regarding the counselling facilities available and the mechanism of student counselling in the college was provided.

The meeting ended with the Principal thanking all the esteemed members of IQAC.

Actions Items for Continual Improvement

Action Item No.	Action Item	Persons Responsible for Coordinate	Schedule for completion
12/2021-22/1	Prioritizing the IDP	Head-SP	
12/2021-22/2	Accommodating more credits to professional core courses	Dean-AA	
12/2021-22/3	Measuring the efficacy of ATR of previous IQAC Meeting suggestions	Head-IQAC, HODs, and other personnel	30 Dec 2022
12/2021-22/4	Measuring the efficacy of the Teaching-Learning Center (TLC)	Dean-AA	
12/2021-22/5	Accommodating quality time for research in the faculty time table	Principal	

Dr Shreeranga Bhat
Head-IQAC

Dr Rio D'Souza
Principal

Copy to: Director; Asst. Director; HRM
Sri V S Nandkumar; Dr Ravikumar C P; Prof. Arul Jayachandran S (through e-mail)
Mr Alexander Joel Pereira; Ms Maevis Audy Rego (through e-mail)
Mr Pranav; Ms Jahnavi U Mulki (through e-mail)
Dean – AA/ R&D/ SW; HODs-Mech/CSE/Civil; Head – SP/ PT; COE; Librarian
Dr Babitha Rohit; Mr Hareesh B; Ms Preetha D'Souza
Ms Shalet Saldanha; Mr Maxim D'Souza, Mr Sudhir Pinto
Mr Akhtar Ahsan Sayeed; Ms Annapurna,
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