



# **ST JOSEPH ENGINEERING COLLEGE**

**An Autonomous Institution**

**Mangaluru - 575028**

Affiliated to VTU, Belagavi, Approved by AICTE, New Delhi,

Accredited by NBA (BE – CSE, ECE, EEE, ME, CV) and MBA, NAAC with A+

## **Minutes of the Internal Quality Assurance Cell (IQAC) Meeting 2023 - II**

**Date: 15 March 2024**

**Time: 3.30 PM**

**Venue: Board Room**

## IQAC MEETING NO.: I2/2023

### AGENDA

Agenda Item No.	Description
I2/2023/01	Review of Minutes of previous IQAC Meeting date: 12 August 2023.
I2/2023/02	Updates related to activities conducted for continual improvement.
I2/2023/03	Any other matter with the permission of the chair.



## IQAC MEETING NO.: I2/2023

### ATTENDANCE

#### Members Present Offline:

Sl. No.	Name	Designation
1.	Rev. Fr Wilfred Prakash D'Souza	Director
2.	Dr Rio D'Souza	Principal
3.	Mr Rakesh T. Lobo	HR Manager
4.	Dr Sudheer M	Dean – Academic Affairs
5.	Dr. Ramananda H S	Dean – Student Welfare
6.	Dr Rohan Pinto	Controller of Examinations
7.	Dr Sridevi Saralaya	HOD - Computer Science and Engg.
8.	Dr Yajneswaran B	HOD – Civil Engg.
9.	Dr. Shreeranga Bhat	HOD - Mechanical Engg.
10.	Dr Felcy D'Souza	Librarian
11.	Dr Babitha Rohit	Assoc. Prof., MBA – Faculty Representative
12.	Ms Preetha D'Souza	Asst. Prof., ECE – Faculty Representative
13.	Mr Maxim D'Souza	Foreman, – Staff Representative
14.	Mr Sudhir Pinto	Stores In Charge – Staff Representative
15.	Mr Dhyana S Rao	II Year – ECE – Student Representative
16.	Dr Pavana Kumara B	Head – IQAC

#### Members Present Online:

Sl. No.	Name	Designation
17.	Dr Ravikumar C P	Director, Texas Instruments, Bengaluru
18.	Mr. V. S. Nandakumar	Former Director General, CPRI, Bengaluru

#### Members on Leave of Absence:

Sl. No.	Name	Designation
19.	Rev. Fr Kenneth Rayner Crasta	Asst. Director
20.	Dr. Purushothama Chippar	Vice Principal & Dean R&D
21.	Dr. Arul Jayachandran S	Professor, Dept. of Civil Engg., IIT Madras, Chennai
22.	Mr Pranav	2020 Batch ECE graduate
23.	Ms. Jahnvi U Mulki	2020 Batch Civil graduate
24.	Mr. Alexander Joel Pereira	Composer, Parent of Ms. Kate Angela Jeanne Pereira
25.	Ms Mevis Audy Rego	Officer, Bank of Baroda - Parent Representative
26.	Dr Hareesh B.	Assoc. Prof., Dept. of Computer Applications
27.	Dr. Binu K G	Head - Strategy & Planning
28.	Mr Sathyendra Bhat	Head - Placements & Training
29.	Ms Shalet Saldanha	Office Superintendent
30.	Ms Annapurna	III Year – CSE



## IQAC MEETING NO.: I2/2023

### Minutes of the Meeting

Dr Rio D'Souza, Principal, welcomed the Director, Esteemed members – Dr Ravi Kumar C P, Director, Texas Instruments, Bengaluru, and Mr. V. S. Nandkumar, Former Director General, CPRI, to the meeting. He also welcomed the Deans, HODs, HR manager, faculty and staff members and student for the meeting. Principal requested the Dr Pavana Kumara B, Head-IQAC to start the proceedings. Head-IQAC put forth the agenda of the meeting with a presentation.

<b>Agenda I2/2023/01</b>	<b>Review of Minutes of previous IQAC Meeting date: 12 August 2023.</b>		
	Head-IQAC presented status of resolutions adopted at the previous meeting, as below:		
	<b>Resolution No.</b>	<b>Resolution</b>	<b>Action taken/Status</b>
	I1/2023/1	a. Perform training need analysis before planning training activities. b. Collect and analyze feedback after all training events and Perform impact analysis of all training programs. c. Formally advise faculty on online courses that they should be taking. d. Study the impact of electives on the current batch of First Year students. e. Include one slide per dept. in the future meetings. f. Take forward interaction with the TLC of IIT Madras.	a. Analysis was carried in department, Class committee, PAC & DAB meetings b. Feedbacks were collected and impacts were measured for few activities c. Faculties were seen taking up online courses on emerging technologies and on teaching Learning practices d. Curriculum feedback was collected from all III semester students and impact were measured e. Under Progress f. Under Progress.



	11/2023/2	<ul style="list-style-type: none"> <li>a. Collect and analyse feedback after all activities conducted.</li> <li>b. Plan training of faculty on emerging technologies.</li> <li>c. Identify and encourage a few project groups to publish their work.</li> <li>d. Present statistics on access to online journals in the next meeting.</li> <li>e. Review the SWOC analysis, department-wise.</li> </ul>	<ul style="list-style-type: none"> <li>a. Has been followed in most of the activities.</li> <li>b. Some departments have initiated towards this type of trainings based on Advanced Manufacturing Process, Battery Modeling and Algorithm Development with Simulink, IOT, AI and Machine Learning, Microbiology etc.</li> <li>c. 10 student projects have been published.</li> <li>d. Statistics were presented</li> <li>e. Each department have selected one or two criteria from their SWOC analysis and are working towards the same.</li> </ul>
	11/2023/3	<ul style="list-style-type: none"> <li>a. Present more details of activities, including challenges identified.</li> <li>b. Review the need for PhD among faculty of the MBA dept.</li> </ul>	<ul style="list-style-type: none"> <li>a. The challenges were identified in the activities conducted</li> <li>b. It is a requirement for the position of Professor and Associate professor as per the MHRD guidelines.</li> </ul>
	<p>Dr Ravikumar C P suggested to include more of IOT topics where more faculty involvement has to be there.</p> <p>All the members acknowledged the presented status and suggested to continue the same in future activities.</p>		
<b>Resolution I2/2023/01</b>	<p>It was resolved to:</p> <ul style="list-style-type: none"> <li>a. Organize more training sessions on IOT to faculties.</li> <li>b. Continue conducting the training need analysis before planning training activities</li> <li>c. Collect and analyse feedback after all training events</li> <li>d. Perform impact analysis of all training programs and comprehend the outcomes.</li> </ul>		



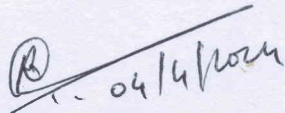
<p><b>Agenda</b> <b>I2/2023/02</b></p>	<p><b>Updates related to activities conducted for continual improvement.</b></p> <p>Dr Pavana Kumara presented various activities conducted from the Electronics and Communication, Electrical &amp; Electronics, Computer Science &amp; Engineering, Intelligent Computing &amp; Business System, Mechanical, Civil, Business Administration and Computer Application departments for continual improvements with clear mention of analysis conducted before organizing a training, objectives, description, feedback, impact and challenges faced of the program/activities organized.</p> <p>He also presented the department's efforts towards improving overall performance and effectiveness based on their SWOC analysis.</p> <p>Under student achievements, student projects which were published from Electronics and Communication and Computer Science &amp; Engineering were presented.</p> <p>Dr Ravikumar C P asked the reason for lack of motivation from the students i.e. 100% motivation?</p> <p>Principal said that the talks conducted and training held depends on the type of topic. If the topic is theoretical the students may not like but if it is more of hand-on they may like.</p> <p>Dr Ravikumar C P suggested to well advertise the activity while organizing so that student participation increases.</p> <p>Dr Ravikumar C P suggested of inviting resource persons from reputed colleges.</p> <p>To improve student participation in the programs, Dr. Ramananda H S suggested to give some weightage to students for attending the program organized.</p> <p>Dr Ravikumar C P suggested of conducting surveys from stakeholders when selecting topic for workshops/talks/trainings.</p> <p>Dr Ravikumar C P suggested of making PPT of the workshop conducted for future reference of the students.</p> <p>Mr. V. S. Nandakumar also said that programme schedule should be shared and all related materials should be documented and maintained in a common place. This can be used for future reference for anyone.</p>
<p><b>Resolution</b> <b>I2/2023/02</b></p>	<p>It was resolved to:</p> <ol style="list-style-type: none"> <li>a. Conduct more hands-on training program to students and also motivate them to take part in the programs organized.</li> <li>b. Inviting resource persons for the program from reputed colleges.</li> <li>c. Giving some weightage to students for attending the programs/activities.</li> <li>d. Along with training need analysis, conduct surveys and collect opinions when selecting topic for workshops/talks/any such activity.</li> <li>e. For future reference, maintain a repository with all the documents/materials related to the programs organized.</li> </ol>



<b>Agenda</b> I2/2023/03	<b>Any other matter with the permission of the chair.</b> Dr Ravikumar C P suggested to prepare Faculty to activity ratio. Dr Ravikumar C P also suggested to present the publication details of faculty. Dr. Ramananda H S said that calendar should be prepared where events to be held can be mentioned.
<b>Resolution</b> I2/2023/03	It was resolved to: a. Activity Calendar should be prepared from each department. b. Faculty to activity ratio has to be prepared from each department. c. All departments has to maintain the publication details of faculty.

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

  
**Dr Pavana Kumara B**  
Head-IQAC

  
**Dr Rio D'Souza**  
Principal

Copy to: Director, Asst. Director, HRM, Principal, Vice Principal  
Mr. V. S. Nandakumar; Dr Ravikumar C P; Prof. Arul Jayachandran S (through e-mail)  
Mr Alexander Joel Pereira; Ms Mevis Audy Rego (through e-mail)  
Mr Pranav; Ms Jahnavi U Mulki (through e-mail)  
Dean – AA/ R&D/ SW;  
HODs-ECE/EEE/Mechanical/CSE/Civil/CSBS/AIML/MBA/MCA/Physics/Chemistry/Maths;  
Head – SP; Head – TPC; COE; Librarian  
Dr Babitha Rohit; Dr Hareesh B; Ms Preetha D'Souza  
Ms Shalet Saldanha; Mr Maxim D'Souza, Mr Sudhir Pinto  
Mr Dhyana S Rao; Ms Annapurna,  
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