ST JOSEPH ENGINEERING COLLEGE

An Autonomous Institution

Vamanjoor, Mangaluru 575028

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

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

Minutes of the
Internal Quality Assurance Cell (IQAC)
Meeting 2024 - I

Date: 28 September 2024

Time: 03.30 PM

Venue: Board Room

IQAC MEETING NO: I1/2024

AGENDA

Agenda Item No.	Description
I1/2024/1	Review of Minutes of Previous IQAC meeting dated 15 March 2024
I1/2024/2	Updates related to activities conducted for continual improvement
I1/2024/3	Any other matter with the permission of the chair

IQAC MEETING NO: 11/2024

ATTENDANCE

Members Present Offline:

SL.NO	NAME	DESIGNATION
1.	Rev. Fr. Wilfred Prakash D'Souza	Director
2.	Dr Rio D'Souza	Principal
3.	Dr Purushothama Chippar	Vice Principal, Dean R&D
4.	Dr Sudheer M	Dean – Academic Affairs
5.	Dr Ramananda H S	Dean – Student Welfare
6.	Dr Rohan Pinto	Controller of Examination
7.	Dr Sridevi Saralaya	HOD – CSE
8.	Dr Yajneshwaran B	HOD - Civil
9.	Dr Shreeranga Bhat	HOD - Mech
10.	Dr Hareesh B	HOD - MCA
11.	Dr Felcy D'Souza	Librarian
12.	Ms Preetha D'Souza	Assoc. Prof., ECE
13.	Ms. Dhyan S Rao	ECE (4SO21EC021)
14.	Dr Pavana Kumara B	Assoc. Prof & Head - IQAC

Members Present Online:

15.	Dr Ravikumar C P	Director, Texas Instruments, Bengaluru

Members on Leave of Absence:

16.	Fr Kenneth Rayner Crasta	Assistant Director
17.	Sri V.S.Nandkumar	DG, CPRI, Bengaluru
18.	Prof Arul Jayachandran S	Assoc. Prof., Dept of Civil Engf., IITM
19.	Mr Pranav	2020 Batch ECE graduate
20.	Ms. Jahnavi U Mulki	2020 Batch Civil graduate
21.	Mr. Alexander Joel Pereira	Composer, Parent of Ms Kate Angela Jeanne Pereira (4SO20AI027)
22.	Ms Maevis Audy Rego	Officer, Bank of Baroda, Parent of Ms Tina Benita Rego (4SO20CS171)
23.	Dr Binu K G	Head - Strategy & Planning
24.	Mr Sathyendra Bhat	Head - Placements & Training
25.	Dr Babitha Rohit	Assoc. Prof., Dept of Business Administration
26.	Ms Shalet Saldanha	Office Superintendent
27.	Mr Maxim D'Souza	Foreman, Dept of Electrical and Electronics Engg
28.	Mr Sudhir Pinto	Stores In Charge
29.	Ms Annapurna	CSE (4SO19CS022)

IQAC MEETING NO: I1/2024
Minutes of the Meeting

Dr Rio D'Souza, Principal, welcomed the Director, Vice Principal, Deans, HODs, faculty and one student who were present offline as well as Dr Ravi Kumar C.P., Director of Texas Instruments, Bengaluru, who attended the meeting online. He informed the attendees that this would be the last meeting of the current composition of IQAC as it has completed three years and a new team will be formed. He then requested Dr Pavana Kumara B, Head of IQAC to present the agenda of the meeting using a PPT presentation.

He presented the following agenda of the meeting.

Agenda I1/2024/1	:	Review of Minutes of previous IQAC Meeting date: 15 March 2024
The Head of the IQAC presented the status of resolutions adopted at the previous meeting as outlined below:		

Resolution No.		Resolution		Action taken/Status
I2/2023/1	a.	Organize more training sessions on IOT to faculties.	a.	IOT training sessions were conducted in few departments and others have planned to conduct in future.
	b.	Continue conducting the training need analysis before planning training activities	b.	All the departments are conducting the training need analysis through various platforms.
	c.	Collect and analyse feedback after all training events	c.	Feedback was collected for all activities
	d.	Perform impact analysis of all training programs and comprehend the outcomes.	d.	Impacts were measured for few activities
I2/2023/2	a.	Conduct more hands-on training program to students and also motivate them to take part in the programs organized.	a.	Hands on sessions were conducted in few departments and others have planned to conduct in future.

	b.	Inviting resource persons for the program from reputed colleges.	b.	Followed in most of the activities organized.
	c.	Giving some weightage to students for attending the programs/activities.	c.	Attendance is given to students who attend the programs/activities.
	d.	Along with training need analysis, conduct surveys and collect opinions when selecting topic for workshops/talks/any such activity.	d.	All the departments are conducting the training need analysis through various platforms like PAC/DAB meetings, surveys etc.
	e.	For future reference, maintain a repository with all the documents/materials related to the programs organized.	e.	All are maintained in Google drive and updated frequently in college website.
I2/2023/3	a.	Activity Calendar should be prepared from each department	a.	The process is initiated in some departments and is under progress.
	b.	All departments have to maintain the publication details of faculty	b.	The details are maintained as per the requirement.

Publication details of faculty in AY 2023-2024

Department	No. of publications in Scopus/WOS
Mechanical Engineering	29
Computer Science & Engineering	08
Electronics and Communication Engineering	08
Electrical and Electronics Engineering	04
Intelligent Computing and Business Systems	02
Civil Engineering	04
Mathematics	06
Physics	04
Chemistry	02
Business Administration	09
Computer Application	02

Dr Ravikumar C P questioned how many papers were published per faculty, department wise. Since the data was not ready, Principal informed him that it would be presented in the next meeting.

Dr Ravikumar C P said that the departments need to follow example set by Mechanical Engineering, and it will be good to see more publications from other departments.

Principal replied that some departments really need to improve their performance.

He also mentioned that the number of faculty members and major contributors, as well as the breakdown of types of publications will be analysed.

Resolution I1/2024/1	It was resolved to: - Maintain a record of papers published per faculty in all the department. - Maintain Activity Calendar in every department.

Agenda I1/2024/2	:	Updates related to activities conducted for continual improvement.

The Head of the IQAC presented the training need analysis, activities conducted, feedback analysis/Impact analysis, additional activities conducted, and outcomes observed, faculty development program, industrial visits from the Electronics and Communication Engineering, Electrical and Electronics Engineering, Computer Science & Engineering, Intelligent Computing and Business Systems, Mechanical Engineering, Civil Engineering, Business Administration, Computer Application departments.

Dr Ravikumar C P said that activities/workshops relevant to the department could be conducted. Principal suggested that workshops conducted should align with the vision and mission of the respective departments.

Resolution I1/2024/2	It was resolved to: - Conduct activities relevant to the domain of the department. - Activities should be in line with Vision, Mission, Program Outcomes and Program Specific Outcomes of the department.

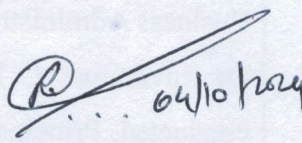| Agenda I1/2024/3	:	Any other matter.

The feedback questions on faculty, active learning feedback, curriculum, lab, project, internships and college facilities in the departments, main office, library, central computer centre, athletics, sports and games, hostel, college canteen and coffee shop and other facilities were presented by the Head-IQAC. These feedback questions are taken at the end of the

semesters on subjects and facilities which are circulated among students and analysed by the Dean-Student welfare, HOD and Principal. The authorities communicate to the faculty whenever there is improvement required and the faculty are asked to give action taken report. Dr Ravikumar stated that we should not wait until the end of the course to gather student feedback especially with the auditability issue. So, the Principal responded saying that we do collect feedback at the end of the first month at the department level and after the first internal test and at the end of each semester. The student representative was asked for his feedback and mentioned that feedback collected after the first internal test is helpful for students to express their opinions about the class monitor and to address the issues they are facing.

Dr Shreeranga Bhat suggested to combine different forms of feedback for which Principal suggested to circulate the feedback questions with all the department and collect their opinions.

Resolution I1/2024/3	It was resolved to: - Collect regular feedback in the department. - Circulate the feedback questions to all the department heads and collect their opinions.

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

Dr Pavana Kumara B
Head – IQAC

04/10/2024

Dr Rio D'Souza
Principal

Copy to: (through email)

Director/Asst.Director/Principal/CAO/Vice Principal & Dean, R&D/

Sri V. S. Nandkumar/ Dr Ravikumar C P/ Prof. Arul Jayachandran S/ Mr Pranav/ Ms. Jahnavi U Mulki/ Mr. Alexander Joel Pereira/ Ms Maevis Audy Rego/

Dean-AA/ Dean-SW/COE/HOD-CSE/HOD-CV/HOD-ME/HOD-MCA/Head-SP/Head-TP/ Librarian/ Dr Babitha Rohit/ Ms Preetha D'Souza/ Ms Shalet Saldanha/ Mr Maxim D'Souza/ Mr Sudhir Pinto/ Mr Dhyan S Rao/ Ms Annapurna/ File