



**ST JOSEPH ENGINEERING COLLEGE**  
**An Autonomous Institution**  
**Vamanjoor, Mangaluru 575028**

Affiliated to VTU, Belagavi

Recognised by AICTE, New Delhi

Accredited by NAAC with A<sup>+</sup> Grade

**Minutes of the**  
**Internal Quality Assurance Cell (IQAC)**  
**Meeting 2025 - I**

**Date: 12 January 2026**

**Time: 03.00 PM**

**Venue: Board Room**

## **IQAC MEETING NO: I1/2025**

### **AGENDA**

<b>Agenda Item No.</b>	<b>Description</b>
I1/2025/1	Review of Minutes of previous IQAC Meeting date: 28 Sept 2024.
I1/2025/2	Updates related to activities conducted for continual improvement.
I1/2025/3	Any other matter with the permission of the chair

## IQAC MEETING NO: I1/2025

### ATTENDANCE

#### **Members Present Offline:**

<b>SL.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>
1.	Dr Rio D'Souza	Principal
2.	Ms. Leeza Kiran Rodrigues	Alumni MBA 2010-12 batch
3.	Dr K. Jyothi	Dean – Student Welfare
4.	Dr Dayakshini	HOD – ECE
5.	Dr Hareesh B	HOD – MCA
6.	Dr Jagadeesha B	HOD - Maths
7.	Dr Rohan Pinto	Controller of Examination
8.	Dr Felcy D'Souza	Librarian
9.	Ms Diana Maria Monteiro	Placement and Training Officer
10.	Ms Supriya Salian	Assistant Professor, Dept of CSE
11.	Mr Franco Aldrin Menezes	Assistant Professor, Dept of EEE
12.	Ms Pranamya K.	Assistant Professor, Dept of Civil Engg
13.	Ms Theresa Reshma Pinto	Programmer
14.	Mr Keerthi D'Souza	Lab Instructor, CCC
15.	Mr Paterson D'Souza	Junior Asst. Clerk
16.	Dr Pavana Kumara B	Assoc. Prof & Head - IQAC

#### **Members on Leave of Absence:**

17.	Rev. Fr. Wilfred Prakash D'Souza	Director
18.	Fr Kenneth Rayner Crasta	Assistant Director
19.	Dr Purushothama Chippar	Vice Principal, Dean R&D
20.	Dr John E. D'Silva	Chief Administrative Officer
21.	Mr. Mahesh Rao	Businessman (Parent of Dhanya Rao - 4SO23EC020)
22.	Mr Shivaram S Poojari	Shreekateel Constructions, Bajpe (Parent of Pranith S Poojari - 4SO23CV018)
23.	Mr. S Anantha Kamath	ECE 2020 batch
24.	Dr Sudheer M	Dean – Academic Affairs
25.	Dr Binu K G	Head - Strategy & Planning
26.	Mr B Ajith Rao	II Year – ME 4SO23ME016
27.	Ms Anuthama M	II Year – EEE 4SO23EE006

## IQAC MEETING NO: I1/2025

### Minutes of the Meeting

Dr Rio D'Souza, Principal, welcomed the Dean, HODs, faculty, staff and Ms Leeza Kiran Rodrigues, an alumna, who attended the meeting. 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.

<b>Agenda I1/2025/1</b>		: <b>Review of Minutes of previous IQAC Meeting: 28 September 2024</b>	
<b>Resolution No.</b>	<b>Resolution</b>		<b>Action taken/Status</b>
<b>I1/2024/1</b>	a.	To maintain records of papers published by faculty in all departments	a. All details have been collected, and records are maintained by every department.
	b.	To maintain an Activity Calendar in every department	b. Some departments are following this practice.
<b>I1/2024/2</b>	a.	To conduct activities relevant to the domain of the department.	c. Domain specific activities are conducted
	b.	To conduct activities/workshops relevant to the department, aligned with the vision and mission of the respective departments	d. Most activities are mapped to the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs).
<b>I1/2024/3</b>	a.	To gather student feedback in the department	e. Activity feedback has been collected and impact analysis has been carried out.
	b.	To circulate the feedback questions to all the department heads and collect their opinions.	f. Feedback on curriculum, teachers, and facilities has not yet been completed.
<b>Resolution I1/2025/1</b>	The minutes of the previous IQAC meeting held on 28 September 2024 were reviewed and accepted. The resolution was proposed by Dr. Hareesh B, HOD–MCA, and seconded by Dr. Dayakshini, HOD–ECE.		

<b>Agenda</b>	<b>:</b>	<b>Updates related to activities conducted for continual improvement.</b>																
<b>I1/2025/2</b>																		
<p>Head of the IQAC presented the activities conducted and feedback/Impact analysis from the following departments: Electronics and Communication Engineering, Electrical and Electronics Engineering, Computer Science &amp; Engineering, Intelligent Computing and Business Systems, Mechanical Engineering, Civil Engineering, Business Administration, Computer Applications and Basic Sciences. General achievements of staff and students were also highlighted.</p> <p>Department of ECE: Principal noted that several students felt the duration of the session was insufficient and suggested that this issue be addressed. In response, the HOD-ECE explained that the focus was on specific points, as many topics had been covered during the session.</p> <p>Based on the DAB meeting conducted in various department, following review and approvals were expected which were presented by Head-IQAC.</p> <p>Department of Electronics &amp; Communication Engineering:</p> <table border="1"> <tr> <td>a.</td> <td>As per the guidelines of NBA, 11 POs has been reframed.</td> <td>Principal asked why they were changed from the old ones. HOD-ECE explained that the old POs were outdated, and the changes were made based on recommendations from DAB.</td> </tr> <tr> <td>b.</td> <td>PEO Statements were reframed and approved in the PAC and DAB meeting.</td> <td></td> </tr> </table> <p>Department of Electrical &amp; Electronics Engineering:</p> <table border="1"> <tr> <td>a.</td> <td>As per the guidelines of NBA, 11 POs has been reframed.</td> </tr> <tr> <td>b.</td> <td>Revision of Mission Statement, PEO Statement and PSO Statement.</td> </tr> </table> <p>Department of Mechanical Engineering:</p> <table border="1"> <tr> <td>a.</td> <td>Revision of Vision Statement, Mission Statement – 5, PEOs, PSOs, POs</td> </tr> </table> <p>Department of Civil Engineering</p> <table border="1"> <tr> <td>a.</td> <td>As per the guidelines of NBA, 11 POs has been reframed.</td> </tr> </table> <p>Department of Computer Application:</p> <table border="1"> <tr> <td>a.</td> <td>Revision of Attainment Level Criteria from 50%, 60% &amp; 70% to 60%, 70% &amp; 80%</td> </tr> </table>			a.	As per the guidelines of NBA, 11 POs has been reframed.	Principal asked why they were changed from the old ones. HOD-ECE explained that the old POs were outdated, and the changes were made based on recommendations from DAB.	b.	PEO Statements were reframed and approved in the PAC and DAB meeting.		a.	As per the guidelines of NBA, 11 POs has been reframed.	b.	Revision of Mission Statement, PEO Statement and PSO Statement.	a.	Revision of Vision Statement, Mission Statement – 5, PEOs, PSOs, POs	a.	As per the guidelines of NBA, 11 POs has been reframed.	a.	Revision of Attainment Level Criteria from 50%, 60% & 70% to 60%, 70% & 80%
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<b>Resolution</b>		It was resolved to:																
<b>I1/2025/2</b>		<ul style="list-style-type: none"> <li>- Implement necessary corrective actions based on feedback (including addressing concerns on session)</li> </ul>																

	<ul style="list-style-type: none"> <li>- Approval was given to all the revisions done in Electronics &amp; Communication Engineering, Electrical &amp; Electronics Engineering, Mechanical Engineering, Civil Engineering and Computer Application departments.</li> </ul>
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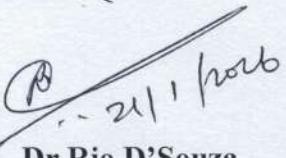
<b>Agenda</b>	:	<b>Any other matter with the permission of the chair.</b>
<b>I1/2025/3</b>		<ul style="list-style-type: none"> <li>• Principal asked for any comments and mentioned that the MBA-IEV department should organize more activities related to entrepreneurship. Feedback from companies indicates that student quality is not up to the mark, and there is a need for higher-level aptitude training. He also suggested that the Activity Calendar should be implemented more seriously.</li> <li>• Head-IQAC told that NAAC accreditation is currently extended until the new format is released.</li> <li>• Principal emphasized that IQAC meetings should be well attended, particularly by internal members.</li> </ul>
		<p>Regarding suggestions on how IQAC can contribute to the college's quality assurance:</p> <ul style="list-style-type: none"> <li>• Dr Hareesh, HOD-MCA suggested frequent reviews of relevant activities and timely submission of reports.</li> <li>• Dr. Jyothi, Dean-Student Welfare recommended incorporating community service and mapping activities from the Basic Sciences department.</li> <li>• Ms. Leeza pointed out that student interaction, response, and overall quality are poor. She suggested training in finance, which could be conducted under Gerald Colaco from Colaco &amp; Aranha.</li> </ul>

<b>Resolution</b>	It was resolved to:
<b>I1/2025/3</b>	<ul style="list-style-type: none"> <li>- MBA-IEV shall organize more activities related to entrepreneurship to enhance student exposure and support entrepreneurial skill development.</li> <li>- Implement the Activity Calendar effectively with timely execution, regular monitoring, and strict compliance by all departments.</li> </ul>

	<ul style="list-style-type: none"> <li>- Conduct periodic review of departmental activities to assess relevance, necessity, outcomes, and alignment with institutional goals, and take appropriate action based on review findings.</li> <li>- Incorporate community service activities and ensure proper mapping of activities conducted to relevant outcomes</li> <li>- Implement improvement measures based on industry feedback through higher-level aptitude training and capacity-building programs, including finance training.</li> </ul>
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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: (through email)**

Director/Asst.Director/Principal/CAO/ Dean - R&D/Dean-Academic Affairs/Dean - Student Welfare/COE/HOD-ECE/HOD-MCA/HOD-Maths/Head-S&P/ Placement and Training Officer/Librarian/ Ms Supriya Salian/ Mr Franco Aldrin Menezes/ Ms Pranamya K./ Ms Theresa Reshma Pinto/ Mr Keerthi D'Souza/ Mr Paterson D'Souza/ Mr B Ajith Rao/ Ms Anuthama M/ Ms. Leiza Kiran Rodrigues/ Mr. S Anantha Kamath/ Mr. Mahesh Rao/ Mr Shivaram S Poojari/ Dr Pavana Kumara B/ File.