
	<p>ST. JOSEPH COLLEGE OF ENGINEERING Near Toll Sriperumbudur, Chennai 602117 Approved by AICTE New Delhi Affiliated to Anna University An ISO 9001: 2015 Certified Institution</p>	
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Internal Quality Assurance Cell (IQAC)

Ref No: SJCE / IQAC / 22-23 / EVEN/001


Date: 18.01.2023

CIRCULAR

A meeting is proposed to be convened with all the members of IQAC at 10.00 am on 20-01-2023 in the conference hall. All the members are requested to make it convenient to attend the same.

Agenda:

1. Introduction of IQAC members
2. Academic council meeting
3. ISO process
4. Innovation in Teaching and learning process
5. Faculty activities and achievements
6. Internal assessment and question papers setting
8. Class committee meetings
9. Value added course and NPTEL courses
10. Training and Placement activities
11. Academic and administrative audit by IQAC.


IQAC coordinator
(Dr. S. Sunithamani)


Principal
PRINCIPAL
ST. JOSEPH COLLEGE OF ENGINEERING
SRIPERUMBUDUR-602117


Administrator

Copy to: All HoDs




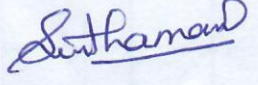
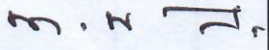

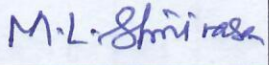
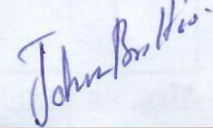

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Internal Quality Assurance Cell (IQAC)

MINUTES OF FIRST MEETING OF IQAC HELD ON 21 JUNE, 2023

The first meeting of the Internal Quality Assurance Cell (IQAC) was held at 10.00 am on 21-06-2023 (wednesday).

The following members were present:



S.No.	Name	Designation	Position	Signature
1	Dr. T. Ahilan	Principal	Chairperson	
2	Dr. S. Sunithamani	Associate Professor	Coordinator	
3	Dr. M. Navaneethakrishnan	Professor	Teacher Representative	
4	Dr. V. Ramar	Associate Professor	Teacher Representative	
5	Mr. M. L. Srinivasan	Assistant Professor	Teacher Representative	
6	Rev.Fr.John Britto	Accounts Incharge	Member from the Management	
7	Rev.Fr.L.Savariappan	Administrator	Senior Administrative	

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			officers	
8	Mr.MJL.Krishnan	Zone Chairman LeoClub	Nominee from local society	<i>Krishnan</i>
9	Mr.Rishiwanth Kumar	Student, II Year AI&DS	Nominee from Students	<i>Rishiwanth</i>
10	Mr.B.Vinoth Kumar	Alumni	Nominee from Alumni	<i>Vinoth</i>
11	Mr.Sutheesh	Vultutrenies Director	Nominee from Employers	<i>Sutheesh</i>
12	Mr. K.Arun kumar.	SAP Analyst Ladera Technologies	Nominee from Industrialists	<i>Arun</i>
13	Mr.P. Agnel Mani	Parent of Joyal Samburani	Nominee from Stakeholders	<i>Agnel</i>

Meeting Agenda:

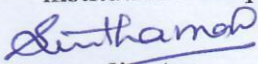
1. Review of last meeting and confirmation.
2. Completion status of faculty development programs
3. Current status of NPTEL courses completion
4. Responses from class committee meetings
5. Status of faculty research and innovative teaching learning methodology.

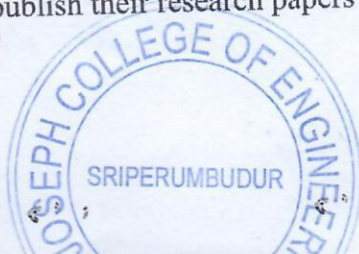
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11. Academic and administrative audit by IQAC

Following are the points raised for discussion:

1. The chairperson introduced all the IQAC members for the academic year 2023-24, as well as the prime responsibilities which include initiating, planning and supervising the numerous academic activities that are necessary to improve the quality of education provided at our institution.
2. All HoDs are asked to initiate the preliminary work for the NAAC accreditation process.
3. The faculty members are asked to initiate Innovation in the teaching and learning process.
4. The committee has instructed all HoDs to promote Faculty Development Programs.
5. The committee insisted on holding class committee meetings for students in accordance with university norms in order to obtain feedback for future improvements.
6. The committee has demanded faculty orientation programs be organized as well as a performance appraisal form to be submitted.
7. Internal assessment should be based on Bloom's Taxonomy and question papers setting is based on course outcomes as mentioned in the syllabus of the university.
8. All HoDs are asked to conduct class committee meetings and Parents and Teachers meetings at least once in each semester.
9. Placement training modules are given by training academies directly. From this semester, HoDs are asked to create their own syllabus as per the requirements of their students.
10. All the students are asked to register NPTEL courses and asked to submit their certificates at the end of the semester.
11. Faculty members are asked to do research, attend conferences and seminars in other institutions and publish their research papers in scholarly journals.


IQAC coordinator




Chairperson
PRINCIPAL
ST. JOSEPH COLLEGE OF ENGINEERING
SRIPERUMBUDUR-602117