

	<p><b>ST. JOSEPH</b>  <b>COLLEGE OF ENGINEERING</b>  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/002


Date: 20.06.2023


### CIRCULAR

A meeting is proposed to be convened with all the members of IQAC at 10.00 am on 21-06-2023 in the conference hall. All the members are requested to make it convenient to attend the same.

Agenda:

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

  
**IQAC coordinator**  
*Dr. S. Sunithamani*

  
**Principal**

  
**Administrator**

**PRINCIPAL**  
**ST. JOSEPH COLLEGE OF ENGINEERING**  
**SRIPERUMBUDUR-602117**

Copy to: All HoDs








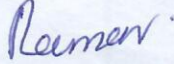

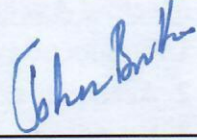

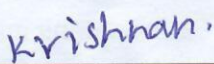
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## Internal Quality Assurance Cell (IQAC)

### MINUTES OF FIRST MEETING OF IQAC HELD ON 20 JANUARY, 2023


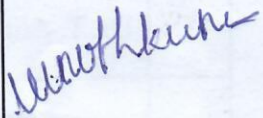
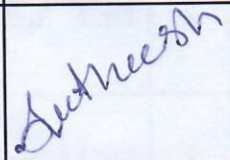
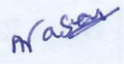

The first meeting of the Internal Quality Assurance Cell (IQAC) was held at 10.00 am on 20-01-2023 (Friday).

**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. Navaneethkrishnan	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 officers	
8	Mr.MJL.Krishnan	Zone	Nominee from local	



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

**Meeting Agenda:**


- 1.Introduction of IQAC members
2. Academic council meeting
3. NAAC accreditation 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

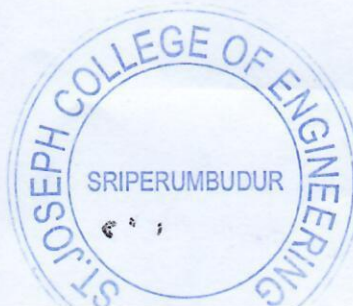


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Following are the points raised for discussion:

1. The coordinator read the minutes from the last meeting, and the IQAC members overwhelmingly approved them.
2. The chairperson discussed the faculty development program organized by staff welfare club and employee engagement training conducted by Rev.Fr.L.Savariyappan.
3. The placement officer Pradeep is asked to submit the list of placed students and to submit the suggestions to improve the employability skills of the students.
4. The committee is suggested to conduct outbound training for the faculty members.
5. All criterion incharges were asked to submit the documents on or before 31st July 2023 for the NAAC accreditation process.
6. The faculty members were asked to submit the proof for their innovation in the teaching and learning process.
7. The HODs were asked to share the points discussed in the PTA and Class committee meetings.
8. The committee has reviewed the performance appraisal forms and asked the status of the promotions, awards and rewards and the other developmental opportunities for the faculty members.
9. Faculty members are asked to submit the research papers published in scholarly journals and certificates for their participation and presentation in national and international conferences.

  
**IQAC coordinator**  
(Dr.S.SUNITHAMANI.)



  
**Chairperson**  
**PRINCIPAL**  
ST.JOSEPH COLLEGE OF ENGINEERING  
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