ST.JOSEPH'S
COLLEGE OF ENGINEERING AND TECHNOLOGY.
-PALAI-

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Minutes of the Meeting of IQAC

St Joseph's College of Engineering and Technology, Palai, Kottayam – 686579

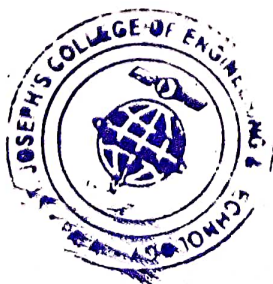### Venue: IQAC Room

Date and Time:30/01/2024, 02:30 pm

Agenda

1. Approval of Action Taken Report on the previous IQAC Meeting
2. NAAC and NBA
3. Activities of Professional Societies
4. YIP Registration
5. First Internal Exam
6. Internal Audit
7. Tech Fest
8. Benchmark for Faculty Feedback Analysis

Members Present

1. Dr. V P Devassia
2. Dr. Madhukumar S
3. Dr.Ignatius Korah
4. Mr.Suresh George
5. Dr. Binoy Baby
6. Dr.Joby P P
7. Rev.Fr.Joseph Purayidathii
8. Mr.Anish Augustine
9. Dr.Sruthy S
10. Dr.Giby Jose
11. Dr.Ginu Ann George
12. Dr.George Tom Varghese
13. Dr.Lijo Paul
14. Prof.Ance Mathew
15. Dr.Arun P
16. Mr.K M Thomas
17. Mr.Sachin Jose

After a silent prayer, Dr V P Devassia, the principal, extended a cordial welcome to the participants. The minutes of the previous meeting and action taken report were presented by the IQAC Coordinator, Dr Madhukumar S. They were approved by the committee.

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1. **Approval of Action Taken Report on the previous IQAC Meeting (held on 26/08/2023)**

Decisions of the Previous Meeting	Actions Taken
The proposals for organising seminars/conferences /training programs submitted by the departments.	Reviewed
The schedule of Industrial visits/Internships submitted by the departments.	Approved
The annual alumni meeting	Conducted on 22/12/2023

2. **NAAC and NBA**

   The status of accreditation preparation of NAAC and NBA was reviewed.

3. **Activities of Professional Societies**

   R&D and Professional society activities were reviewed by the committee.

4. **YIP Registration**

   The principal directed the HODs to encourage the students to submit YIP proposals from their departments for registration. Also, final-year students are advised to register in the Kerala knowledge economy mission (KKEM) to enhance their placements.
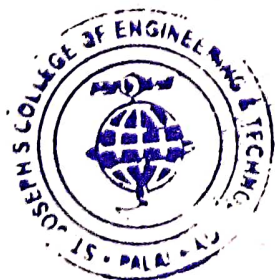
5. **First Internal Exam**

   The first internal exam was scheduled from 21st to 23rd March 2024.

6. **Internal Audit**

   The first internal audit was scheduled for the first week of April 2024.

7. **Tech Fest**

   The academic year 2023-2024 tech fest was scheduled during the first week of March 2024.
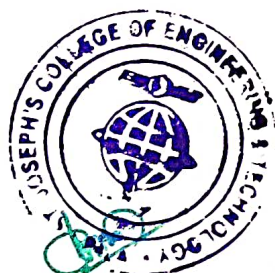
8. **Benchmark for Faculty Feedback Analysis**

It was decided to adopt a uniform pattern of benchmarks for Faculty feedback analysis.

Marks	Grades
Greater than 95	Excellent
90 - 95	Very Good
80-89	Good
70-79	Satisfactory
Less than 70	Poor(needs corrective action)

The meeting came to an end by 4.00 pm

Sd /-

Principal

Sd /-

IQAC Coordinator

PRINCIPAL
ST. JOSEPH'S COLLEGE OF
ENGG. & TECHNOLOGY, PALAI