



St. Joseph's College of Engineering
St. Joseph's Group of Institutions
OMR, Chennai -119

St. Joseph's College of Engineering, Chennai-119

Minutes of the IQAC Meeting-Held on 17 /09 /2018

Time: 10.00 am to 11.30 am

Venue: Conference Hall

1. The Chairman welcomed all the members of the IQAC for the meeting. In his introductory remarks the Chairman highlighted the need for maintaining the quality in all the activities of the institution in general and the academic activities in particular.
2. The vision, mission and the objectives of the IQAC cell was presented by the Chairman and approved by the members.
3. The IQAC Coordinator Reviewed the reports of different committees of the college for setting the benchmarks/parameters for the various academic, administrative research and extension activities.
4. Based on the review, the following areas are identified for improvement
 - To increase the number of quality research publications.
 - To increase the h index of the institution and hence increase its visibility.
 - Up-gradation of skills of staff through, FDP, QIP, web learning through NPTEL, etc.
 - To increase the students to undertake final year projects in industries.
 - Encourage students to take up industry sponsored projects at the institution.
5. The following parameters for internal audit were discussed and approved by the members

Parameters for Internal Auditing at institution Level:

- Implementation of the approved regulations relating to the academic process with respects to Course Planning, Course Delivery, Course Monitoring Course Evaluation and Course Quality Enhancement.
- Industrial exposure of the students – industry visits, internships and projects
- Out-of-classroom learning – information on guest lectures, seminars, conferences, workshops arranged by the institution and participation in such activities elsewhere – information should include the details of the beneficiaries.
- Regular conduct of meetings at all levels and the meeting minutes.
- Research output analysis
- Achievements of faculty members including publications, books and book chapters
- Effectiveness of the memorandum of Understanding (MOU) signed.

Parameters for Internal Auditing at Faculty Members' Level

- Quality of Question papers and sample answer sheets of the continuous assessment tests.
- Result analysis at all levels
- Steps taken for slow learners or non-performers
- Steps taken for high achievers
- Steps taken for professional development
- Steps taken up to form the methodology to get the best position in NIRF ranking and accreditation.

Administrative Audit

- Effective implementation of E-governance

6. It was decided that the academic and administrative audit will be carried once in a year.
7. The Chairman thanked the IQAC for their valuable suggestions and guidelines.