



**St. Joseph's College of Engineering  
Chennai - 600 119.**

**6.2.4 Minutes of the Meeting**

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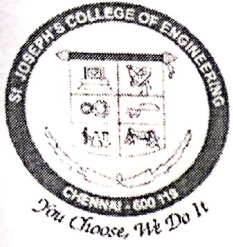
# St. Joseph's College of Engineering

OMR, Chennai-600119

Date:13/10/2017

Time:10:30am

S.I	MINUTES OF MEETING
1	In plant training for II & III year has to be carried out on 1 week of December 2017.
2	3 days Special classes will be conducted for 1 and above arrear on regular college timing for 3 days in a week. It's applicable for all UG and PG Students. Students has to be given motivation and guidance about clearing the arrear the exams.
3	Students has to be made to sit in classes till the board bus for home after their visit to IV and NGO.
4	No due can be got sign in a day during cycle test and before model-II. Their exam fee Rs. 5000 must be collected by the respective Department and deposited in bank just like arrear fee
5	Students will be introduced with Necessary leave. this is applicable to girl Students for their health concern.
6	Being Absent for exam because of medical and genuine should be handled and forwarded by principal. Discourage students on taking leave on exam days
7	I year will not have Retest if they secure 45 and Above in model exams and others will remain the in the same Criteria.
8	Necessary flood measures will be taken for the December month as precaution measures for the convenience of the Students
9	Effective activities will be carried out by Vidi velli as usual manner
10	Opinion about conducting RT between 7.50 to 9.30 was being collected from HOD of each department
11	AU Practical meeting will be conducted on 21st October
12	It was decided to conduct 5 Events on Symposium. Student volunteer can wear saree and blazer on that day . Reception is not necessary and lunch timing 1.30 to 2.00 pm



# St. Joseph's College of Engineering

OMR, Chennai-600119

## Minutes of Advisory Committee Meeting

Date:28/07/17

Time:10:00am

Venue: Board Meeting Hall

S.No	Member Name	Signature
1	Dr. VaddiSeshagiriRao	
2	Dr. B.ParvathaVarthini	
3	Dr. AChandrasekar	
4	Dr. R. Pugalenthi	
5	Dr.G.Maria kalavathi	
6	Dr.Victoria Jancee, B	
7	Dr. P. Ezhilarasi	
8	Dr.S. Aghalya	
9	Dr. JayaramaPradeep	
10	Dr.T.V. Narmadha	
11	Dr. C. Baskaran	
12	Dr. S. Arivazhagan	
13	Dr.A.Rose Enid Terasa	
14	Dr. N. Arunkumar	
15	Dr. K. Sundaravadivu	
16	Dr. P.Deepa	
17	Dr. R.Siva kumar	
18	Dr. R. Baskaran	
19	Dr. N. Venkatesh	
20	Dr. G. Sree Kumar	
21	Dr. RenukaViswanathan	
22	Mrs. G. LathaSelvi	
23	Dr. V. Muthulakshmi	
24	Dr. Lilly Raamesh	
25	Dr. Jayasree Krishnan	
26	Ms. S.AnandhaValli	
27	Dr. V.Vallinayagam	
28	Dr.V.N.Nandini Devi	
29	Dr. S. Anna Durai	
30	Dr.B.Diwan	
31	Dr.H.Geetha	
32	Dr.S. Justin Packia Jacob	
33	Mr. P. EzhilPandiyan	
34	Mr.P. Selvaraj	





## St. JOSEPH'S COLLEGE OF ENGINEERING

(St. Joseph's Group of Institutions)  
Chennai- 600 119

### MINUTES OF THE ACADEMIC COUNCIL MEETING

VENUE : Board Meeting Hall

DATE: 18.08.2017

#### Scrutinizing committee

- The attendance for the repeat model exams were found satisfactory and the same to be maintained
- The concerned faculty should concentrate on the contents of the answers written by the students.
  - The students should be educated that they would either get the actual marks for the average performance or full internal marks if their performance is good.
- The department must concentrate on improving the performance of the students in clearing their arrear subjects
- Maintenance of proper dress code and discipline is mandatory under all circumstances.
- The students who have not cleared even after revaluation, should bring their parents within 2 days of the revaluation results in order to finalize the further course of action towards arrears
- The concerned teaching faculty should pay more effort in teaching tough subjects so as to increase the pass percentage.
  - The senior faculty should opt for problematic and tough subjects during subject allocations
- Both the faculty as well as the students should utilize the e journals facility more effectively.
  - A monthly report of the usage statistics of such e journals should be prepared and submitted to the Principal.
- The HODs have to report about any of the deviation in the dress code to the Principal.

#### Placement and Career Guidance Committee

- The list of eligible candidates for placement is to be identified by the placement coordinator.
- The criteria for the selection, that are adopted by the 'Top notch companies' must be informed to the eligible students.
- The students should be motivated by the department in such a way that they gain a moral support from the department as well as from the Placement coordinator.

- The schedule of placement orientation programme II should be communicated to the students.
  - All the departments should allocate staff members to monitor the effectiveness of the training sessions that are organized by outside agencies.
  - The departments are asked to prepare a special schedule for monitoring these training sessions.
  - In case of any change of trainer is needed for any special reasons, it could be properly be carried out with the prior intimation to the placement officer.
  - The placement officer should take necessary steps so that such change is done at the earliest for the benefit of the students.
  - The students are to be advised to prepare from the standard text books (such as R.S. Agarwal) that are already given to them.
  - The areas in which the students need special care are to identified and the training should be given specifically, as this will improve the employability of the students.


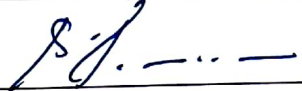

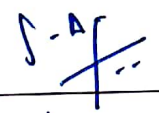
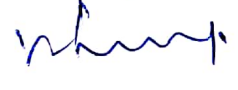


### **Industry Institute Interaction committee**

- The identification of the relevant companies should be done by the industrial visit in charges so that the students will get the benefit of real time practical exposure in the companies.
- Preparations for the industrial visit by the students to such companies must be done well in advance in order to enable these visits are completed as per schedule.
- The feedback must be obtained from the students about such visits as this would help to check the effectiveness and the need of the further visits in such companies
- The department can help the students in guiding them to get Internships in these companies during their final year.
- The department can also assist the students to do In-plant training in such companies.

### **Student grievances and Redressal Committee**

- The custodian meeting is to be considered as a platform that helps to bridge the gap between the stakeholders such as staff and students and encourages the interaction between them.
- The departments should conduct at least one 'Custodian meeting' on every month so that the difficulties of the students could be understood by the student mentors.
  - The outcomes of such meetings should be brought to the notice of the Head of the department for proper remedial actions.
  - Periodical evaluation of the effective implementation of such remedial action should be carried out to bring the confidence and openness of disclosing the needs of the students to the custodians.

**Minutes of the Academic Council Meeting****Date : 18.08.17****Academic Council Members**

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Signature</b>
1.	Dr. Vaddi Seshagiri Rao	Principal	
2.	Dr. B. Parvathavarthini	Dean (Research)	
3.	Dr. Arivazhagan	Prof & Head, Mechanical Dept	
4.	Dr. S. Annadurai	Controller of Examinations	
5.	Dr. Vallinayagam	Prof & Head, Maths Dept	
6.	Dr. Jayashree Krishnan	Prof & Head, MBA Dept	
7.	Ms. Lathaselvi	Associate Professor, IT Dept	

Minutes of the Academic Council Meeting

DATE: 18.08.2017

DEPT/ COMMITTEE	SCRUTINIZING		PLACEMENT & HIGHER STUDIES		III CELL		QIP & EDC		STUDENT COUNSELLING		STUDENT GRIVENCES		SPORTS & CULTURALS	
	NAME	SIGN	NAME	SIGN	NAME	SIGN	NAME	SIGN	NAME	SIGN	NAME	SIGN	NAME	SIGN
CSE	J.M.KAMMA	[Signature]	A. Sheryl	[Signature]	H. Anusha	[Signature]			G. Manidev	[Signature]				
ECE	Dr. B. V. Jancy	[Signature]	Dr. B. V. Jancy	[Signature]	Dr. P. Ezhil	[Signature]			Dr. S. An	[Signature]				
EEE	Jayaram Pradeep	[Signature]	Jayaram Pradeep	[Signature]	Dr. T. V. S. Suresh	[Signature]			C. Basil	[Signature]				
MECH	S. Arivazhagan	[Signature]	R. J. [Signature]	[Signature]	T. Babu	[Signature]			RUSKIN A	[Signature]				
EIE	Dr. K. Suresh	[Signature]	Dr. K. Suresh	[Signature]	P. P. [Signature]	[Signature]			R. Srinivasan	[Signature]				
ICE	Dr. R. K. [Signature]	[Signature]	E. Ahika	[Signature]	T. [Signature]	[Signature]			H. Suresh	[Signature]				
CHEM	R. [Signature]	[Signature]	R. [Signature]	[Signature]	A. M. [Signature]	[Signature]			B. S. [Signature]	[Signature]				
BIO-TECH	Dr. M. [Signature]	[Signature]	Dr. M. [Signature]	[Signature]	Dr. [Signature]	[Signature]			Dr. M. [Signature]	[Signature]				
IT	Dr. [Signature]	[Signature]	J. [Signature]	[Signature]	Dr. V. [Signature]	[Signature]			[Signature]	[Signature]				
CIVIL	S. [Signature]	[Signature]	G. [Signature]	[Signature]	M. [Signature]	[Signature]			M. [Signature]	[Signature]				
MBA	Dr. [Signature]	[Signature]	G. [Signature]	[Signature]	R. SUNDAR	[Signature]			PRIYA	[Signature]				
MCA	Dr. V. [Signature]	[Signature]	S. [Signature]	[Signature]	Dr. V. [Signature]	[Signature]			N. [Signature]	[Signature]				
PLACEMENT	-		B. [Signature]	[Signature]	-				-					
ABHS			B. [Signature]	[Signature]										
MATHS	Dr. [Signature]	[Signature]	Dr. [Signature]	[Signature]	V. [Signature]	[Signature]			S. [Signature]	[Signature]				
SCIENCE	Nandini	[Signature]	J. [Signature]	[Signature]	S. KALEEL	[Signature]			M. [Signature]	[Signature]				