



St. Thomas College of Engineering & Technology

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AUTONOMOUS

Minutes of the IOAC Meeting held on 29th July 2026

Venue: Board Room

Date & Time:

29 July 2026; 2:30 PM – 4:00 PM

Members Present:-

Sl No	Name	Designation	Position	Presence
1	Dr. C. Sathish Kumar	Principal	Chairman	Present
2	Er. Jose Thomas	The Secretary, STCET	Management Representative	Present
3	Dr. Manjith Kumar B.	Dean (Academics)	Member	Present
4	Dr. Sarath S	HOD- ME	Member	Present
5	Dr. Teena Joseph	HOD-CSE (AI & ML)	Member	Present
6	Prof. Chris Merin Varghese	HOD - CE	Member	Present
7	Prof. Joby John	HOD - EEE	Member	Present
8	Dr. Marykutty Abraham	HOD-AE	Member	Present
9	Dr. Tintu Mary John	HOD- ECE	Member	Present
10	Prof. Rani M Kurup	HOD- BS	Member	Present
11	Sri. Unnipillai A.M	Administrative Officer	Member	Present
12	Dr. Renisha P Salim	Asso. Professor - CSE (AI & ML)	Member	Present
13	Prof. Arathy Vijayan	Associate Professor - CSE	Member	Present
14	Prof. Revathy Anil	Assistant Professor - EEE	Member	Present
15	Prof. Adithya K S	Assistant Professor - Basic Science	Member	Present
16	Prof. Anoop G Das	Assistant Professor - ME	Member	Present
17	Prof. Rini T Jacob	Assistant Professor - ECE	Member	Present
18	Prof. Noorbina Razak	Assistant Professor - Agri Engg.	Member	Present

19	Prof. Saritha V	Assistant Professor - Civil Engg.	Member	Present
20	Sri. Abey Kuriakose	Advocate & Legal Advisor	Nominee from local society	Not Present
21	Student Representative	Student - 4th year	Student Member	Present
22	Sri. Ivan Saji Abraham	Alumni Association Member	Alumni Member	Not Present
23	Sri. Jimmy Bentex	CEO - C & T Engineers	Employer	Not Present
24	Sri. Dinesh Thampi	Vice President & Head TCS Kerala	Industrialist	Not Present
25	Dr. P.O.J Lebba	Academician	Academia Expert	Not Present
26	Sri. Joshua M George	PTA Member	Parent	Not Present
27	Dr. Bibin Vincent	HoD - CSE	IQAC Coordinator	Present

The IQAC Coordinator, Dr. Bibin Vincent, welcomed the members and presented the agenda for the meeting. The following agenda items were discussed, and decisions were taken:

Sl No.	Agenda	Decisions/Remarks	Responsible Person
1	Finalization of S1 Subject allocation	S1 subject allocation finalized. For S3, CSE A & B Batch: Engineering Economics will be handled by Prof. Bibin Mathew from 3rd August 2026. CE will join CSE A batch and EEE will join CSE B batch for the course. Sustainability and Ethics in Engineering will be offered in S3 for other branches. Dr Aiswarya L will handle this course for other branches.	All HoDs
2	Submission of Semester 4 Course Files (Hard Copy) to IQAC	S4 course file receipt form should reach IQAC in hard copy before 6th August 2026, 2:00 PM. Regarding previous course file receipt status: S6 – CE and AIML not received; S2 – AIML not received. Respective HoDs informed that the same will be submitted before 10th August 2026, 12:00 Noon.	All HoDs
3	Review of Semester 1 Course Outcome (CO) Attainment Analysis and fixation of CO and Programme Outcome (PO) attainment targets	The attainment analysis sheet was explained to all HoDs by the IQAC Coordinator. CO attainment target fixed as follows: 4 credit course – 60%, 3 credit course – 65%, 2 credit course – 70%, 1 credit course – 75%. PO attainment target for all courses is fixed as 70%.	IQAC Coordinator & All HoDs

Sl No.	Agenda	Decisions/Remarks	Responsible Person
4	Discussion on enhancing CO and PO attainment targets for the 2026 Admission Batch (Semester 1)	The target will be revised after the course has been handled for 2 consecutive times.	IQAC Coordinator & All HoDs
5	Submission of Monthly Attendance and Course Coverage Reports (Hard Copy) to IQAC	HoDs agreed to submit Monthly Attendance and Course Coverage Reports (Hard Copy) to IQAC before the 3rd of every month, 12:00 Noon. Format will be shared by IQAC before 1st August 2026, 12:00 Noon.	IQAC Coordinator & All HoDs
6	Submission of Monthly Reports through the online form by all departments, clubs, and committees	HoDs agreed to the submission of Monthly Reports through the online form by all departments, clubs, and committees on or before the 3rd of every month, 12:00 Noon. Pending submissions (till the month of June 2026) should be cleared before 20th August 2026.	All HoDs, Clubs & Committees
7	Collection of the NPTEL Registration List of students and faculty members (submission format will be circulated)	IQAC will circulate the submission format before 3rd August 2026, 12:00 Noon.	IQAC Coordinator & All HoDs
8	Submission of Faculty Development Programme (FDP) Reports (hard copy and soft copy)	HoDs agreed to submit FDP Reports before 5th August 2026, 2:00 PM (hard copy).	All HoDs
9	Submission of Semester 2 Internship Reports	HoDs agreed to submit Semester 2 Internship Reports before 5th August 2026, 2:00 PM (hard copy).	All HoDs
10	Submission of Attainment Reports: 2021 and 2022 Admission- All Departments	For 2021-25 Batch and 2022-26 Batch, all departments except Agricultural Engineering (AE) and Electrical & Electronics Engineering (EEE) have good completion status. AE and EEE HoDs informed that they will provide status update within a day. HoDs agreed that attainments of these two batches will be completed by 1st September 2026. Present status — 2021-25 Batch: CSE(AI&ML) – 95%, CSE – 95%, ECE – 98%, ME – 98%. 2022-26 Batch: CSE(AI&ML) – 95%, CSE – 95%, ECE – 98%, ME – 80%.	All Departments
11	Planning and discussion of the First Academic Audit to be conducted after the First Series Examination	First Academic Audit is scheduled for the 2nd week of September 2026 for all batches.	IQAC Coordinator & All HoDs

Sl No.	Agenda	Decisions/Remarks	Responsible Person
12	Other Matters	Dr. Manjith Kumar B. (Dean Academics) informed that the Series Examination for S5 and S7 will be conducted from 13th to 19th August 2026. Question paper for the series examination can be revised if the faculty member is handling the course for the first time.	Dean Academics

Meeting concluded at 4:00 PM.

Prepared by.

IQAC Coordinator

Dr. Bibin Vincent

Dean Academics
Dr. Manjith Kumar B

Principal
Dr. C. Sathish Kumar

Copy to :

Principal, Dean (Academics), HoDs, File