

SAHRDAYA COLLEGE OF ENGG.& TECHNOLOGY, KODAKARA

Minutes of the meeting

Name of the meeting : Department Advisory Meeting

Date of meeting : 19-03-2022

Members attended:

Name	Designation	Signature
Dr. Vithan Pagan.	Asso. Prof & HOD	
Rajesh. K.V.	ZSM, AGAPPE DIAGNOSTICS LTD	
Paulson M.A	Parent Representative	
Blessy claise Paul	Camp Assistant (Alumni)	
Sanjosh Kumar M.S.	Asst. Professor ECE	
Arun Thomas	Asso. Professor ECE	
Ambily Francis	Asst. Professor ECE, PL	
Dr. G.R. Gnana King	Asso. prof / ECE	
Binet Rose Devassy	Asst. Prof / ECE	
Ms. Divya Unni	Asst. Professor, ECE, VAST	

1. Review of action points of the previous meetings:

Points	Review
Target achievement Analysis	Done
Add on Courses	Done as per the guidelines of previous meeting
Alumni Interaction	Done as per the guidelines of previous meeting
Industry Interaction	Done as per the guidelines of previous meeting


2. Decisions taken During this meeting:

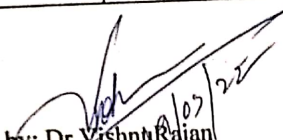
Dr.VishnuRajan, HOD ECE chaired the meeting.

Points	Decisions taken	Responsibility	Target date
1. Revision of quality statements (Department Vision, Mission, Program Outcomes (POs), Program Specific Outcomes (PSOs), Program Educational Objectives (PEOs) etc.	The Quality statements (Department Vision, Mission, Program Outcomes(POs), Program Educational Objectives (PEOs) & Program Specific Outcomes (PSOs) explained by HOD. Mission statements are revised and approved by the DAC. The copy is attached.	HOD	NA
Target Achievement Analysis and Actions to be taken	Some curriculum gaps are identified and for filling the gaps as	HOD& FACULTY	Ongoing

	per industry and societal demands, students should be equipped with new skill sets demanded by the current technologies. Some add-on courses have to be planned to train the students for these skill sets. Internships and Projects committed towards society and industry requirements are to be promoted among students.		
Actions to be taken for filling Curriculum Gap	Based on discussion of Agenda 1 and 2, the following activities are identified, which are to be conducted in the next semester, to overcome deficiencies and to attain quality statements of department. 1. Workshop /Training on new technologies such as deep learning, FPGA, Robotics, SDR etc 2. Sessions on Literature review and Technical writing 3. Encourage students to do social outreach programs. 4. Sessions on importance of universal human values	FACULTY & STUDENTS	Continuous.
Placement	Deficiency of core placements: It is pointed to give more opportunities to familiarize modern technologies and to imbibe interest in core concepts.		

Parents suggestions	Parent representative requested to conduct placement oriented trainings for students. Based on this, soft skill trainings, Resume writing training programs are suggested	Placemnt- in-charge	Continuous.
Alumni suggestions	Alumni interactions need to be planned to improve their support and co-operation.	Alumni- in-charge	Continuous.


 Prepared by: Binet Rose Devassy
 DAC -in-charge


 Approved by: Dr. Vishnu Rajan
 HOD,ECE