**SAHRDAYA COLLEGE OF ENGG. & TECHNOLOGY, KODAKARA**

**Minutes of the meeting**

**Name of the meeting : Department Advisory Meeting**

**Date of meeting : 23-06-2021**

**Members attended:**

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| **Name** | **Designation** | **Signature** |
| Dr.Dhanesh Chandran | ScientistSTARC DRDOBangalore | √ |
| Dr.Vishnu Rajan | HOD, ECE | √ |
| Ms.Ambily Francis | Asst.Professor, ECE (Program Co-ordinator) | √ |
| Ms.Binet Rose Devassy | Asst.Professor, ECE  | √ |
| Dr.Gnana King | Asso.Professor, ECE | √ |
| Ms.Jisha Jacob | Asst.Professor, ECE | √ |
| Mr.Santhosh Kumar M.S. | Asst.Professor, ECE | √ |
| Ms.Divya Unni | Asst.Professor, ECE, VAST | √ |
| Ms.Blessy Daise Paul | Alumni | √ |
| Mr.Paulson | Parent | √ |

1. **Review of action points of the previous meetings:**

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| --- | --- |
| **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 |

1. **Decisions taken During this meeting:**

Dr.Vishnu Rajan, HOD ECE chaired the meeting.

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| **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. It was suggested to continue with the present quality  | HOD | NA |
| Target Achievement Analysis and Actions to be taken | Students need to focus more on industry demands. For filling the curriculum gaps as 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. |  HOD& FACULTY  | ONGOING |
| 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 Python programming, FPGA, VLSI, Speech Technology etc2. Industry interaction to improve Creativity and Innovation3. Encourage students to do social outreach programs.4. Sessions on Industrial automation and Robotics  | 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 sessions on career opportunities and placement oriented trainings for students | 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 Approved by: Dr.Vishnu Rajan

DAC –in-charge HOD,ECE