

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

Minutes of the meeting

Name of the meeting: IQAC Meeting



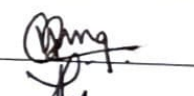
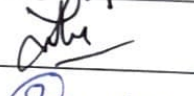
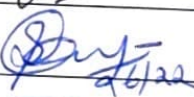






Date & Time of meeting: 09-06-2022

Agenda*:

Members attended:

Period of Review : 2021-22 (even)

Venue: Jasmine Hall

S. No.	Name	Designation	Signature
1.	Rev. Fr. George Pareman	Executive Director	
2.	Dr. Nixon/ KUDUNIA	Principal	
3.	Dr. R. Sunder	IQAC co-ordinator	R. Sunder
4.	Dr. G. R. Anana King	Assoc. prof	
5.	Dr. Joseph Testin	Librarian	
6.	Dr. R. Saneesh Kumar	HOD - CSE	
7.	Dr. Daisy M	HOD - CE	
8.	Dr. V. Vijekala	HOD - EEE	
9.	Dr. Frith Raphael	HOD - BME	
10.	Dr. Venu Rajan	HOD, ECE	
11.	Dr. Anitha Chorian John	HOD ASH	
12.	Dr. Anitha Meehoor	HOD BTE	

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1. Review of Action Points of the Previous Meeting:

Details of Action	Target Date	Responsibility	Progress	Revised Target	Status (Closed/Cancelled/ Continuous/ Ongoing/Deferred)
DAC and DQAC	19-03-2022	Department Heads	Completed	-	Closed
APIJKTU Internal Audit	31-3-22 to 2-4-22	APIJKTU Internal Audit Team	completed	-	Closed
Internal Audit trainers	17-03-2022	Dr. Remya George	completed	-	Closed
Auditors Training	19-03-2022 Time:9:30 AM	IQAC	completed	-	Closed
AQAR	31-03-2022	IQAC	completed	-	Closed
APIJKTU FDP proposals	25-03-2022	IQAC	completed	-	Closed

2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
Internal Audit	The observations found during audit can be rectified immediately.	All Auditees	Immediate
External APJAKTU Audit	<ul style="list-style-type: none"> As per the discussion it was decided to have the university Audit on 13-06-2022. All the files need to be arranged in the board room. 	IQAC/Internal Audit Committee	13-06-2022
NBA Mock Visit	<ul style="list-style-type: none"> Its decided to have the NBA Mock Visit for the departments (BME,BTE,CSE, CE) on 11-06-2022 and 12-06-2022. The Following members were assigned with specific duties in connection with Mock visit <ul style="list-style-type: none"> <u>Transportation & Accommodation</u> <ol style="list-style-type: none"> Dr. Gnana King (ECE) Sebin Davis (EEE) <u>Food</u> <ol style="list-style-type: none"> Mathews V J (ASH) <u>Reception</u> <ol style="list-style-type: none"> Neethu John (EEE) 	Dr. Finto/ HoD ,BME	11-06-2022 and 12-06-2022.

NBA Visit- Administrative file	The administrative files kept in the IQAC File repository will be handed over to HR as per request. Mr. Sebin Davis, IQAC Jt.Coordinator will be available in the jasmine hall while verification of NBA Criteria 9 & Criteria 10 is happening.	Mr.Sebin Davis	-
NBA Pre Qualifier	Its decided to submit the NBA pre qualifier for the department of ECE	ECE Department	10-07-2022
Graduation/Sendoff/Placement day	The Graduation day,Send Off ,Placement day for the 2018 admission batch will be scheduled to conduct .	General program,HR	8-7-2022
NAAC- AQAR	The NAAC AQAR for the academic year 2020-21 is uploaded in the HEI Portal and also approved for submission.	IQAC	9-6-2022
Faculty Development Program	As per the suggestion from the Academic Excellence Council its decided to have a Faculty development Program for the betterment of Student mentorship.	Ms. Vini Jose	Before Next Academic Year.

Date : 10-06-2022
C.C.TO:

Prepared by
Dr. A.R. Anana King

Approved by

10/06/22
Dr. NIXON KURUVILA