



















**SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684****Minutes of the meeting****Name of the meeting: Management Review Meeting****Date & Time of meeting: 28/01/23****Period of Review : 22-23 Academic Year Odd Sem****Venue: Board Room MB****Agenda\*: IQAC-MRM- Feedback analysis, Compliance of Administrative committee and academic department activities against the Vision Mission of the Institution, Performance evaluation****Members attended:**

S. No.	Name	Designation	Signature
1	Rev. Fr. Anto Chungath	Executive Director	
2	Dr. Leon Ittiachen	Director	
3	Dr. Sudha Geroje Valavi	Joint Director	
4	Dr. Nixon Kuruvila	Principal	
5	Dr. Drisya	HoD, CE	
6	Dr. Ambili Mechoor	HoD, BT	
7	Dr. Vishnu Rajan	HoD, ECE	
8	Dr. Finto Raphael	HoD, BME	
9	Dr. Vijikala	HoD, EEE	
10	Dr. Satheshkumar	HoD, CSE	
11	Dr. Ajith Cherian	HoD, ASH	
12	Dr. Remya George	IQAC coordinator	
13	Dr. Amitha Joy	ISO coordinator	
14	Mr. Joseph Jestin	Librarian	
15	Ms. Vini Jose	Training & Placement officer	
16	Dr. DhanyaGangadharan	RDC coordinator	
17	Jibin Jose	IEDC coordinator	
18	Mr. Vijay C. U	Physical education Director	

\*Agenda is optional. Each agenda item must be numbered and typed in separate line)

### 1. Review of Action Points of the Previous Meeting:

Details of Action	Target Date	Responsibility	Progress	Revised Target	Status (Closed/Cancelled/Continuous/ Ongoing/Deferred)
1. Students' and Faculty grievance	Immediate	Grievance cell convenor	All grievances till date have been addressed and documented	---	Continuous
2. Students' Feedback	Immediate	HOD and Faculty members	Academic Feedbacks have been taken through Linways and documented once in a semester and manually by the teachers as and when required. Students satisfaction survey also conducted for 22 pass out batch	---	Closed
3. Alumni Feedback	Immediate	IQAC	Latex template for college and university level seminar and project reports is formulated and circulated		Closed
4. Placement and Training Process		HR & Placement officer	Placement activities are Continuous.		Continuous

5. The period of MRM review should be clear in the presentation and it should be uniform for all.	Next MRM	All HODs	Done	NA	Closed
6. FRSg details must be included in the revised MRM ppt	Next MRM	All HODs	Done	NA	Closed

7.Activities under FDP should be separately grouped as Outreach activities, Organized events, UHV programs and Other events	Before next MRM	MR	PPT template is under revision	Before next MRM	Ongoing
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## 2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
I. Changes in External and Internal Issues	All the documentation should be in line with NAAC and NBA requirements	All HODs	Ongoing
II. Information on the performance and effectiveness of QMS (through QM 08) along with the trend in the following:			
1) Customer satisfaction & Feedback from interested parties			
A) Customer Satisfaction			
i) Students' Feedback:	254 responses were received from 2022 students' satisfaction survey. Overall the satisfaction level is found very good to Excellent. Items suggested for improvement is more practical exposure and interaction with industry. It has been decided to continue the practice of improving the number of industrial interactions for students and make MOUs more active. Students shall also be encouraged to do additional experiments as part of practicals. Courses s possible having practical assignment may also be recommended	HODs Class Advisors and IIC members	Continuous
ii) Feedback from Industries	Campus placement companies' feedback is collected and employer feedback is maintained at HR office.	HR & Placement	July 2023 MRM

		Officer	
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iii) Feedback from parents	PTWA meetings were conducted for the parents of 4th year, 3rd year and 2nd year students on 18/11/22, 21/11/22 and 22/11/22 respectively. Feedback forms were collected during the meeting by each department. Parents raised a suggestion for easing the technical documentation workload of students and reducing the practice of copy pasting in project/seminar reports. Meeting reviewed the measures undertaken from IQAC - The introduction of latex template for college and university level seminar and project reports. All HODs shall ensure plagiarism in seminar reports shall be less than 40% and project reports shall be less than 20%.	HODs / Coordinators	Closed
B) Management	Need to adhere to systems and procedures defined was highlighted by Management	Respective HODs and Process owners	On going
	Need for improving the academic performance (pass percentage) was emphasized by the management. The HODs are directed to follow up the results and take necessary corrective actions to improve the results above the target values.	Respective faculty members and HR & Placement officer	On going
	NAAC documentation is to be started	HODs & NAAC coordinators	Ongoing
C) Employees	<ul style="list-style-type: none"> <li>● Thrust areas in research is to be identified in each department</li> <li>● The departments to set targets for a minimum publication of 50 % of their faculty strength</li> <li>● Research work to be improved through collaborations (Existing MoUs and industry linkages)</li> </ul>	HODs, All faculty.	Continuous

	<ul style="list-style-type: none"> <li>● Faculty and students to participate in conferences conducted by reputed institutes</li> </ul>		
	Opportunities for improvement are there especially in the area of Research, consultancy and industry collaboration.	HODs, Principal & Management	Continuous
	D) Regulatory bodies	The internal audit of the academy year 2022-23(Odd Semester) was conducted on 21.01.23 & 27.01.23 for the ECE department.	Academic auditors/ HODs Completed

Points of Review	Decisions taken	Responsibility	Target date
E) Society	<ul style="list-style-type: none"> <li>● Socially relevant activities are to be identified and to be conducted by each department.</li> </ul>	HODs	Continuous
2) Extent to which Objectives are met (including review of Strategic Direction and Quality Policy):			
A) Review of Strategic Direction and Quality Policy	Towards defined strategic direction for the college, College maintains Vision and Mission statements. In line with the Vision and Mission statements, departments vision and mission statements are also maintained.	HODs  Management	Continuous

B) Performance of Objective against target	Department wise objectives defined and their performance against target are being reviewed here under:		
1) Academic Departments			
ia) Improving the pass percentage- Min 80% for successful completion of the Program (within the stipulated period)	Result analysis was done by all the departments and remedial classes were conducted to improve the results. The improvement in pass percentage after remedial action was presented by each department. Target of 80% is retained	Management	Continuous

Points of Review	Decisions taken	Responsibility	Target date
ii) Improving pass percentage –	During the period, following semester results are published: S5 of 2019 batch, S3 of 2020 batch, S8 result of 2018 batch. Details of subjects having pass % below the target (80%) are:		
	Department	Subjects	Pass %
	BT	BT402, Bioprocess plant design and safety	78.72
		BTT307, Thermodynamics and Heat Transfer	77.27
		BTT203, Microbiology	61
		BTT205, Fluidflow and Particle Technology	77.97
		EST200, Design & Engineering	79.06
	EC	EC404 ADVANCED COMMUNICATION SYSTEMS	78.79
		EC468 SECURE COMMUNICATION	78.79
		EC402 NANOELECTRONICS	69.7
		ECT301 LINEAR INTEGRATED CIRCUIT	69.7
		ANALOG & DIGITAL	63.64



		CIRCUITS AND NETWORKS	42.1	
		PARTIAL DIFFERENTIAL EQUATION AND COMPLEX ANALYSIS	73.68	
		MEASUREMENTS AND INSTRUMENTATION	52.63	

Points of Review	Decisions taken	Responsibility	Target date
iii) Arranging Invited Talks – Min 1 per semester per engineering departments	During review period, departments conducted invited talks as given below.	Dept	No of Invited Talks
		ECE	2
		BM	1
		BT	3
		CSE	5
		EEE	2
		CE	3
	Thus all departments' performance is within the target.		
Points of Review	Decisions taken	HODs Responsibility	On going Target date



iv) Organizing technical events – Min 1 per year for engineering departments	<table><tr><td>Dept</td><td>Numbers</td></tr><tr><td>ECE</td><td>5</td></tr><tr><td>BM</td><td>4</td></tr><tr><td>BT</td><td>1</td></tr><tr><td>CSE</td><td>5</td></tr><tr><td>EEE</td><td>7</td></tr><tr><td>Civil</td><td>3</td></tr></table> <p>It has been decided to continue with organizing atleast one technical event in the coming academic year</p>	Dept	Numbers	ECE	5	BM	4	BT	1	CSE	5	EEE	7	Civil	3	HODs	On going
Dept	Numbers																
ECE	5																
BM	4																
BT	1																
CSE	5																
EEE	7																
Civil	3																
II) Administration																	
Reducing unfilled vacancies against sanctioned posts - Not more than 10% for teaching faculty and 25% for administrative and laboratory staff.	Elevenposts were filled during the odd semester 2022-23. Presently there are no unfilled vacancies.	HR&Placement Officer	On going														
III) Central Library																	
Increasing the volume of books	<ul style="list-style-type: none"><li>At present 34909 books and 10270 titles are available in total.</li><li>NDLI Club is conducting various events and club membership renewed.</li></ul>	Librarian	Continuous														
IV) Placement																	
Improving the no of students placed through campus placements-	Out of the 148 eligible students in the 2023 pass out batch 93 students got placed.	HR & Placement officer	Continuous														
Points of Review	Decisions taken	Responsibility	Target date														

# V) Faculty/ Staff development.

Encouraging faculty to upgrade their knowledge- Min 60% for engineering faculties and min 20% for non-engineering faculty					HR & Placement officer MR	On going
	Dept	Numbers	Dept	Numbers		
	ECE	3	EEE	5		
	BM	5	Civil	8		
	BT	3	ASH	6		
	CSE	11				
	Since all the faculty members have attended the FDP, the target defined against objective is met. Decided to retain the objective as such.					
HODs						

# VI) Physical Education

Improving the students participation in external events: Minimum 4 events	Secured Second Prize in APIAKTU E-Zone basketball, First Prize in Sahrdaya Teckwiza 5's Football, Third Prize in APIAKTU E-Zone Kho-Kho, Fourth Prize in APIAKTU E-Zone Shuttle Badminton	Physical Education director	Continuous
Several programs were conducted under the banner of NSS which include Beach Cleaning Campaign, Blood Donation Campaign, Campus cleaning, E-Assist Survey Anti- Drug quiz Competition, Human Chain, Swapnakood, Sapling Plantation & Compost Pit making, Water Sanitation Survey			

# VII) Purchase Process

Budget Utilization- Min 90% of the budget		Budget for 2022-23 is defined as follows and utilization is given below.					
Dept	Budget (in Lakhs) &%for 2019-20	Dept	Budget (in Lakhs) for 2019-20			Closed	
EEE	6,00,000, 4,49,023, 75 %	Civil	9,95,000 4,51,854 45%				
BME	23,90,000 6,82,761 29 %	ASH	155000, 98766, 63.7%				

	BT	24,45,000, 10,76,748, 44%	Library	17,50,000, 14,08,370, 80.47%	HODs	
	CSE	19,35,000, 19,11,293 99%	Phy.Edu	Rs. 4,00,000/- Rs. 2,89629/-		
	ECE	18,75,000, 78%, 78 %		72%		

**3. Process and service performance:** These are reviewed through objectives and targets under VII below. Pass % is reviewed under III(2)(i) against the target defined. In addition to these, current status of the individual process including improvements identified or incorporated are also reviewed here under:

a) Admission process	Out of 390 sanctioned seats, no of seats filled are 368. Management has decided to take appropriate measures to improve the admissions further.	Management/ Vice Principal	Ongoing
b) Academic Process	57 classes terminated on 23 <sup>rd</sup> December 2022, 53 classes terminated on 21 <sup>st</sup> December 2022 and 55 classes terminated on 7 <sup>th</sup> January 2022.	Respective HODs	As per the academic calendar of KTU.

c) Examination	7 <sup>th</sup> Semester University exam	Commenced on January 4 <sup>th</sup> 2023	Examination coordinator	Closed
	5 <sup>th</sup> Semester University exam	16 <sup>th</sup> January 2023		
	3 <sup>rd</sup> Semester University exam	3 <sup>rd</sup> January 2023		

d) Library Process	Status of procurement of additional books and publication of journals are reviewed under III(2)(II). There is no minimum requirement for the library to add book volumes however it is decided to change the target of count of books and it will be according to the AICTE norms.	Librarian	Continuous
e) Placement and Training Process	<ul style="list-style-type: none"> <li>• 298 students attended the aptitude training conducted by Manifold.</li> <li>• 131 students attended the technical training conducted by Manifold.</li> </ul>	HR & Placement officer	Completed.
g) HR- Staff and Faculty training	All the project coordinators and seminar coordinators were given training on LaTeX on 22 <sup>nd</sup> October 2022. RDC organized a Technical session on 'Research Design – Reference Management Software & Tools for Literature Survey and Review' on November 19th, 2022 by Dr. Nishy P., Chief Scientist, CSIR-National Institute for Interdisciplinary Science and Technology, Trivandrum for faculty and research scholars.	HR & Placement officer RDC IQAC	On going
h) Staff Recruitment	The total faculty (teaching and non-teaching) strength is 142.	Management	On going

i) Management System	New forms pertaining to NAAC are under drafting.		

Points of Review	Decisions taken	Responsibility	Target date
4) Non conformities and corrective actions (including customer complaints)	II(A) Students' grievance: Students grievances are reported to the Grievance cell and necessary actions are taken. Advisors are advised to meet their allotted students personally to discuss their personal and academic issues and to give proper guidance.		
A) Customer Complaints (Students Grievance)	Class committee meetings are regularly conducted four times in a semester. In the beginning of the semester, after the completion of first and second CAT tests to discuss the academic related matters and before internal marks publishing. The grievances/Suggestions are recorded in the class committee meeting minutes and Class teacher maintains the minutes of the meetings. These are followed up for the implementation of the decisions taken by HODs.		
B) Corrective actions	Reviewed through performance of objectives against targets under III(2) above especially on the objectives on academic performance. Corrective actions on audit nonconformities are reviewed under III(6) below.		
5) Monitoring and Measurement Results	Results of monitoring against the target on objectives are reviewed under III(2)		
6) Audit Results	Observations are documented and corrective actions proposed.		
A) Internal audit: Internal audit conducted on 21 <sup>st</sup> and 27 <sup>th</sup> January 2023		IQAC, MR& Respective HODs/ HOD(Admin)	Continuous

B) External audit	Will be conducted by the end of 2023		
IV) Adequacy of resources	Utilization of budget provided reviewed under III(2)(VII). Procurement of books for library reviewed under III(2)(II). Recruitment of manpower reviewed under III(3)(h). Financial resource also provided for conduct of pre-placement training as well as for the training of faculty members as reviewed under III(3)(e) and III(2)(IV).		

Points of Review	Decisions taken	Responsibility	Target date
V) Effectiveness of actions taken to risks and opportunities	Process wise risk assessment has been carried out (including the issues and opportunities identified based on the context and Needs & Expectations of interested parties) and included in DP01 to DP09 and against identified risk, objectives and targets are also identified and whose status is reviewed under III(2) as part of QMS effectiveness review. MRM ppt template requires changes like MTech students achievements, Consultancy, MOOC courses completed status etc.	HODs/ Process Owners	Ongoing
VI) Opportunities for Improvement	Identified through provision of additional resources, closure of internal audit NCRs as well as review of objectives against target defined.	HODs/ Process Owners & MR	Completed
X. Additional points	Nil		

Date: 10/2/2023  
(Principal) Sd/-

Prepared by : Amitha Joy (MR)

Approved by : Dr. Nixon Kuruvila

Date :  
C.C.T.O:

*All members of Executive Committee, HODs, Admin Committee & coordinators*

Prepared by Amitha Joy

Approved by