

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

Minutes of the meeting

Name of the meeting: DQAC Meeting 2023-24

Period of Review: 24/01/2023 to 13/07/2023

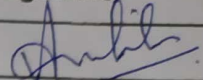



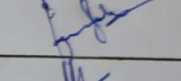
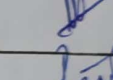
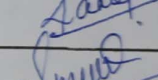
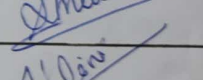
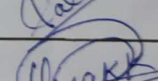
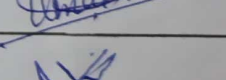
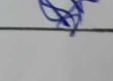
Date & Time of meeting: 14/07/2023, 2.00 PM

Venue: BT Conference Room

Agenda*:

- Assessment of the completed even semester (2022-23)
- Course outcomes of your respective courses, CO-PO mapping, Gap identification, and methods to bridge the gaps.
- Important points regarding curriculum and syllabus to be notified to the university
- Add on courses to be offered in the upcoming semester
- Replanning of the final year projects and seminar
- Activities to be planned for the next semester/year
- Details regarding DAC reconstitution and its first meeting
- Any other matter for discussion pertaining to the department and its activities

Members attended:

S. No.	Name	Designation	Signature
1	Dr.Ambili Mechoor	Professor & HoD	
2	Dr. Amitha Joy	Associate Professor	
3	Dr.Dhanya Gangadharan	Associate Professor	
4	Dr. Praveena P	Asst. Professor	
5	Mr.Francis John V	Asst. Professor	
6	Ms.Marria C Cyriac	Asst. Professor	
7	Ms.Ranimol G	Asst. Professor	
8	Ms. Smeera Thomas	Asst. Professor	
9	Ms. Salini PJ	Asst. Professor	
10	Dr.Uma Krishnakumar	Asst. Professor	
11	Ms Steny Mary Anto	Asst. Professor	

*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. COs and mapping of S4,S6 and S8 courses With justification	4/2/2023	All faculty members	Completed	-	Closed
2. Gaps identified and methods (suggestions) to fill the same	6/2/2023	All faculty members	Methods to bridge the gaps are executed and assessed.	- -	Completed
3. Attainment calculations of 2021-22 academic year	10/2/2023	All faculty members	Completed	-	Closed
4. Mark distribution for all semester courses	13/2/2023	All faculty members	Completed	-	Closed
5. Study Group Activity programmes	4/2/2023	Class Advisors	Completed	-	Closed
6. NBA file updation status	28/2/2023	All faculty members	Completed the updation of files in the current semester	22/12/2023	Continuous
7. Department activities to be planned	13/2/2023	All faculty members	Activities planned are conducted but some are pending. Pending activities are: 1. Dr George Thottappilly Memorial Lecture. 2. Workshop on modern tools	22/12/2023	Continuous

			for the 2020 batch students.		
8. Admission Strategy	30/06/2023	All faculty members	Activities planned were implemented in the previous semester	-	Completed
9. Budget details	8/02/2023	Budget Committee	Department level meeting conducted.	-	Completed
10. Feedback Analysis	Ongoing	Faculty and Students	Feedback analysis completed for the even semester	31/07/2023	Continuous
11. Common file updation status	6/02/23	All faculty members	All files submitted and verified.	22/12/2023	Continuous

2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
Course outcomes of your respective courses, CO-PO mapping, Gap identification, and methods to bridge the gaps.	<ul style="list-style-type: none"> COs, mapping and justification for the odd semester courses framed by the concerned faculty were discussed and finalized during the meeting. (CO-PO to be attached as Annexure I). All the COs and mapping with proper justification have to be uploaded in the folder which will be shared by Dr.Uma Krishnakumar, PC 	All Faculty members	20/07/2023

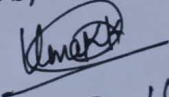
<ul style="list-style-type: none"> ● Important points regarding curriculum and syllabus to be notified to the University ● Curriculum related discussion 	<ul style="list-style-type: none"> ● Genetic Engineering course should be included as a core paper and not as an elective. ● Comprehensive Course work- internals to be included. ● Introduction to Chemical Engineering should be included as the course in the first year ● Honours basket: More courses should be included in each basket, more number of NPTEL/ MOOCs can be included ● More Entrepreneurial / Industry related courses have to be offered. <p>A representation from the Department will be forwarded to the University in this academic year.</p>	HoD and PC	21/08/2023
Add-on courses to be offered in the upcoming semester	<p>Decided to give Add-on courses to S5 and S7 students of BT:</p> <ol style="list-style-type: none"> 1) Genetic Engineering for S7 BT students 2) Python Programming for S5 BT students 3) Analytical methods in Biotechnology for S5 students 	Faculty and Students	22/12/2023
Re-planning of the final year projects and seminar	<ul style="list-style-type: none"> ● S7 Seminar: Discussed and finalized the Internal Evaluation Committee for the Seminar. Given the necessary suggestions to the Seminar Coordinator. ● S7 Project Phase I: The Project Evaluation Committee has to be finalized. 	Ms. Smeera Dr. P. Praveena	21/08/2023
Activities to be planned for the next semester/year	<ul style="list-style-type: none"> ● Discussed and finalized the activities to be conducted in the current Academic Year. ● Some activities were pending in the previous semester and that has been rescheduled for the 	Faculty and Students	22/12/2023

	<p>CAY.</p> <ul style="list-style-type: none"> Proposed activities list is attached herewith. (Annexure III). 		
Details regarding DAC reconstitution and its first meeting	<p>Decided to reconstitute the DAC Committee. The new members are the following:</p> <ol style="list-style-type: none"> Dr. Selvaraju (Academic Expert, IIT Guwahati) Ms Gaanapriya Mohan Yogesh (Industry Expert, Syngene International Bangalore) Mr. Siby (Industry Expert, BPCL Kochi) Ms Sabeera Haris (Alumni Representative, Research Scholar, UAE University) Mr.Shaji Gopinath (Parent Representative) 	HoD and PC	20/07/2023
University Results Targets	The University results target has been revised to 80% in all the semesters for UG programmes.	Faculty and Students	-
Research Goals	<p>Publications - 6 Conference Proceedings - 6 Book Chapters - 1 Patents - 1</p> <ul style="list-style-type: none"> A patent has been filed by Dr. Dhanya Gangadharan, Ms. Pooja Das and Mr. Arun. A research paper has been published by Dr. Amitha and Ms. Marria 	Faculty and Students	31/12/2023
Placement Objectives	10-20% of students need to be placed in core biotech companies.	Faculty and Students	30/12/2023
Industrial Collaborations	<ul style="list-style-type: none"> More focus needs to be given to student projects that can be forwarded for industry collaboration. More expert talks to be arranged to give a clearer picture to students on what industries expect from graduates. 	Faculty and Students	Communication sent to industries. Awaiting reply


	<ul style="list-style-type: none"> • Minimum of one Industrial visit for every batch of students every year. • Internship in at least four core Biotech industries. • Two new MoUs to be signed with industries 		
Flagship Programmes	Bio-Hackathon	Faculty and Students	22/12/2023
Social Outreach	Workshop on basic concepts in Biotechnology for school students.	Faculty and Students	22/12/2023
Budget details	<ul style="list-style-type: none"> • Details on this Academic Year's budget are discussed. • Budget committee to be conducted in the month of August 2023 	Purchase Incharge and Lab Incharges	31/08/2023

Date : 21/07/2023
C.C.TO: Director, Principal

Prepared by


Dr. Uma (PC)

Approved by


Dr. Ambili Mechoor
HoD - BT



HEAD OF THE DEPARTMENT
BIOTECHNOLOGY
SAHRDAYA
COLLEGE OF ENGINEERING & TECHNOLOGY
KODAKARA