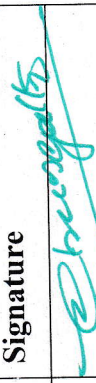
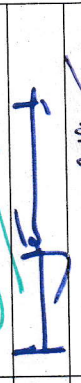




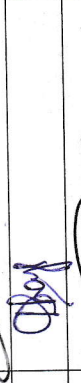








**SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684****Minutes of the meeting**

Period of Review : Sep- Dec 2023  
Venue: IQAC Room

Name of the meeting: IQAC meeting  
Date & Time of meeting: 10/01/2024, 3 .00 PM  
Members attended:

S. No.	Name	Designation	Signature
1	Fr. Dr. Anto Chungath	Executive Director	
2	Dr. Leon Ittiachen	Director	
3	Dr. Sudha George Valavi	Joint Director	
4	Dr. Nixon Kuruvila	Principal / Chairman	
5	Dr. Finto Raphael	Vice Principal / IQAC Director	
6	Ms Priya K V	IQAC Joint Director	
7	Ms. Salini P J	IQAC Joint Director	
8	Dr. Jis Paul	HOD, BME	
9	Dr. Dhanya Gangadharan	HOD, BT	
10	Dr. Drisya M	HOD, CE	
11	Dr. R Satheeshkumar	HOD, CSE	
12	Dr. Ambily Francis	HOD, ECE	
13	Dr. Vijikala	HOD, EEE	

14	Dr. Sukhila Krishnan	HOD, ASH	<i>Selle</i>
15	Ms. Vini Jose	Training and Placement officer	<i>Vini</i>
16	Dr. Amitha Joy	ISO Representative	
17	Ms. Daisy Paulson	Senior Administrative Officer	<i>Daisy</i>
18	Ms. Nice George M	Student Representative	
19	Ms. Rajani M	High School Teacher at IVHSS Orumanayur	
20	Ms. Anjana Rajendran	Program Manager, Bosch Global Software Technologies Pvt Ltd	<i>Cost Approval</i>
21	Ms. Jismi Jobin	Founder and Chief Technology Officer of Jobin and Jismi	
22	Mr. Girish P	Sr. Manager, Hykon India	
23	Mr. Padmanabhan T.K	Kodakara Panchayat Ward 17 member	

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

Details of Action	Target Date	Responsibility	Progress	Revised Target	Status (Closed/Cancelled/ Continuous/ Ongoing/Deferred)
University results- Arrear tracking and supporting to students from second year onwards, T4S & S4S early in a semester, revision classes	15/12/2023	HoDs & Faculty concerned	Completed		Closed

Research goals- FRSG 3 to be called by RDC. Student project policy reg.	14/10/2023	RDC	Not completed		Open
Flagship programs	14/10/2023	HoDs	Not completed		Open
Social Outreach programs	2/12/2023	HoDs	Not completed		Open
Digitalization of administrative processes	1 year from 20/09/2023	IQAC	Not completed		Open
Internal Audit	8/12/2023	HoDs & IQAC	Completed		Closed
Question paper scrutiny	15/11/2023	HoDs & PCs	Completed		Closed
CO & PO Attainment process	20/11/2023	HoDs & PCs	Completed		Closed
Application for autonomy	18/10/2023	Director	Completed		Closed
AQAR 2022-23	20/12/2023	Criteria Coordinators & IQAC	Completed		Closed
ECE NBA	5/10/2023	HoD & PC	Completed		Closed

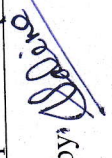
2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
<p>1. KTU-ISO Combined Internal audit for 2023-24 Odd semester</p>	<p>The KTU-ISO Combined Internal Audit for the 2023-24 Odd Semester was conducted from January 5<sup>th</sup> to January 10<sup>th</sup>, 2024, encompassing all academic departments and administrative activities.</p> <p>The following key observations were noted:</p> <ul style="list-style-type: none"> <li>• <b>Tutorial hours did not match with monthly reports:</b> A discrepancy was identified between the recorded tutorial hours and those reported in the monthly reports. It was recommended to adopt department level strategies to avoid these mismatches.</li> <li>• <b>Grades were not entered in laboratory fair records:</b> It was observed that the laboratory fair records did not include grades for each experiment. As it is essential to accurately record and maintain all relevant academic performance data, advised to implement this practice from the next semester onwards</li> <li>• <b>Incomplete Advisor records:</b> The documentation of advisor-student meetings and interactions was found to be lacking, and the frequency of these interactions was below the expected level. All departments were asked to promptly complete and</li> </ul>	<p>IQAC &amp; ISO</p>	<p>15/01/2024</p>

	<p>update these records.</p> <ul style="list-style-type: none"> <li><b>Remedial register was not opened in some departments:</b> It was observed that certain departments did not maintain a remedial register as required. All departments were instructed to open and maintain remedial registers to ensure transparency regarding the conduct of remedial classes</li> </ul>		
<b>2. NAAC AQAR 2022-23</b>	The IQAC completed the verification of AQAR 2022-23 and submitted the final version for approval at the BoG meeting. The approved AQAR was uploaded to the NAAC website by December 21st, 2024.	Criteria coordinators & IQAC	NA
<b>3. Feedback analysis 2022-23</b>	Conducted diverse feedback analysis on stakeholder feedback and formulated the action taken report. The approved report was published on college website.	IQAC & Coordinators of Alumni, and PTWA committee, department PCs	NA
<b>4. Implementation of ET Lab Software</b>	<p>To assess and enhance the software, the following inputs were provided.</p> <ol style="list-style-type: none"> <li>1. Question paper quality and scrutiny</li> <li>2. Formulation of Annual Performance Index</li> <li>3. Program electives and Open elective selection and thus subject allocation and workload calculation</li> <li>4. Minors and Honours</li> <li>5. Planning and Conduct of add-on as per our procedure.</li> <li>6. Managing the administrative committees and MoM</li> <li>7. Student Activity Points Managing</li> </ol>	Concerned team	

	<p>8. Internal Exam Cell- Room and invigilation duty allotment</p> <p>9. Mark entries for seminars/projects according to our existing system.</p> <p>10. Feedback analysis of all stakeholders at IQAC level.</p> <p>11. Year-wise and batch-wise attainment calculations may be required in re accreditation (both option selection should be flexible)</p>	
<p><b>5. Internship for final year students</b></p>	<p>Internship guidelines for students were developed in compliance with KTU regulations.</p> <p>ISO forms relevant to the internship, as outlined in the guidelines, including AC50 Internship scrutiny form, AC50A(01) Internship registration form, AC50B(01) Internship feedback by the employer, AC50C(01) Internship feedback by student, were prepared and made available.</p> <p>ISO forms for Internship diary, Weekly progress report &amp; Weekly Attendance Statement of HODs to the Principal also to be prepared.</p> <p><b>Action Plan:</b></p> <p>The draft forms will be distributed among departmental faculty members and interns.</p> <p>Internship diary and Weekly progress report from the supervisor must be submitted via email every Monday. Additionally, the weekly attendance statement from the HoDs should be sent to the principal's office, with a copy also provided to the IQAC.</p>	<p>IQAC &amp; ISO</p> <p>1/2/2024</p>

<p><b>6. Conduction of One day Faculty Development Programme (FDP)</b></p>	<p>It was decided to organize FDP jointly by IQAC and ISTE on the topic '<b>Mentor-Mentee Relationship &amp; Academic Student Mentoring</b>' in the month of January 2024. The FDP will consist of two sessions:  <b>Session 1: 'Holistic Mentoring'</b> by Dr. Latha Raj P, Special Grade Principal(Retd), Maharaja's College, Ernakulam  <b>Session 2: 'Mentoring Life and Withering Self'</b> by Sr. Dr. Sherin Maria CHF,Principal ,Counsellor and Psychologist, FATRI, Thrissur'          Additionally, it was suggested to issue E-certificates to all participants.</p>	<p>IQAC &amp; ISTE</p> <p>31/01/2024</p>
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Prepared by: 

 Approved by

Date :  
C.C.TO: