






















SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684**Minutes of the meeting***IQAC***Name of the meeting: Management Review Meeting****Period of Review: July 2023 –Jan 2024****Date & Time of meeting: 20/02/2024; 03:00 PM****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. Dr.AntoChungath	Executive Director	
2	Dr.LeonIttiachen	Director	
3	Dr. SudhaGerogeValavi	Joint Director	
4	Dr. Nixon Kuruvila	Principal / chairman.	
5	Dr.Driscya M	HoD, CE	
6	Dr.Dhanya Gangadharan	HoD,BT	
7	Dr.Ambily Francis	HoD, ECE	
8	Dr.Jis Paul	HoD, BME	
9	Dr. Vijikala	HoD, EEE	
10	Dr.Manishankar S	HoD, CSE	

11	Dr.Sukhila Krishnan	HoD, ASH	
12	Dr.Finto Raphael	IQAC Director	
13	Dr.Amitha Joy	ISO Coordinator	
14	Mr. Joseph Jestin	Librarian	
15	Ms.Vini Jose	Training & Placement officer	
16	Dr.Uma Krishnakumar	RDC Coordinator	
17	Mr. Jibin Jose	IEDC Coordinator	
18	Mr. Vijay C.U	Physical education Director	
19	Dr. G R Gnana King	Admission Committee Coordinator	
20	Ms.Steny Mary Anto	Institute Innovation Cell Coordinator	
21	Ms.Rimi Sunny	Budget	

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

Details of Action	Target Date	Responsibility	Progress	Revised Target	Status (Closed/Cancelled/ Continuous/ Ongoing/Deferred)

2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date																				
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	<p>BT After attending the FDP, the details of peer sharing session conducted can also be included in the presentation</p> <p>EEE Offline FDPs should be entertained. Go for offline FDPs during semester breaks. Knowledge sharing should be conducted in the Department after the FDPs.</p> <p>CSE Faculty member are informed to register quality FDPs from institutions like NIT, IITs etc , and plan the registration in advance. All Faculty members those who finished FDP to do Peer Sharing</p> <p>ASH ASH faculty members are requested to plan the conduction of FDP/conference/workshop</p>		
<p style="text-align: center;">Consultancy Centre</p>	<p>CE Establishing a consultancy center in the department through collaboration with industry will provide an avenue for faculty members to apply their academic expertise in real-world scenarios, fostering a symbiotic relationship between academia and industry. This initiative will create opportunities for students to engage in practical, industry-relevant projects, enhancing their skill development and bridging the gap between theoretical knowledge and practical application, thereby enriching their overall learning experience. Department should take initiatives to improve consultancy work</p> <p>ECE Consultancy work should be started</p> <p>EEE</p>	<p>CE: Dr. Arun Sekhar, Prof. Sunny C P, HoD ECE: HOD & Faculty EEE: All faculty members CSE: HoD</p>	<p>CE: Immediate ECE: Continuous EEE: 30/04/2024 CSE: Academic year 2024-2025</p>

	immediately. Energy Audit can be conducted. Process should be initiated as soon as possible.		
CSE	To increase number of consultancy work in association with Irinjalakuda Diocese with help from Executive Director		
CE	It was emphasized in the meeting that encouraging students to publish review papers is a valuable educational initiative. This initiative was highlighted as a means to enrich students' academic experience while simultaneously contributing significantly to the advancement of knowledge within their respective fields.	CE: Project guides BME: All faculty members ECE: Faculty & Students EEE: All faculty members CSE: CSE faculty members and Tag leaders	CE: Continuous BME: Continuous ECE: Continuous EEE: Next sem CSE: 2024-25
BME	Research publications with the name of college can only be counted for publications. Faculties can try to review articles for publishing. More Student publications are expected in the upcoming semester.		
ECE	Every faculty has to present/publish atleast 1 paper in either international conference/Journal.Encourage students for conference publications		
EEE	Journals publications can be done by faculty members with Ph.D. Faculty members doing PhD need to be published Journals in the name college, where they are doing PhD. Dr. V. Vijikala can make use of her PhD scholars to increase publications.		

Publications

	<p>Book and book chapter publications can be done by all faculty members. Any first-year course under KTU can be published as a book. Each module can be split-up with all faculty and try to publish a book.</p> <p>Conference paper presentations can be done by all faculty members. Student projects and seminars can be published in conference proceedings. All faculty members should attend NPTEL courses during coming semesters.</p> <p>All Faculty members to have one Journal/Conference/Book Chapter/ Text book in a semester</p> <p>Research Tag groups to work for Quality publication under the guidance of Tag Leader</p>		<table border="1"> <tr> <td data-bbox="113 1120 300 1272">CSE</td> <td data-bbox="113 1272 587 1496"></td> </tr> </table>	CSE																		
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	<p>AI Training being offered from the current semester can be included as add-on course offered for students</p> <p>One add on course of 30 hours which is out of syllabus may be planned.</p> <p>AI classes may be considered as an add on course.</p> <p>Plan for an add on course in collaboration with DUK for next semester</p> <p>Going on for 2021 and 2020 admission batches. It will be completed in the even semester</p> <p>Improve the Quality and Count of add on courses with MOU partners</p> <p>Add on courses of more than 30 hrs can be planned for first year students.</p>	<p>CE: AI Trainers, HoD</p> <p>BME: All Faculty members</p> <p>ECE: HoD & Faculty</p> <p>BT: Faculty in charge</p> <p>CSE: HoD & all faculty</p> <p>ASH: All faculty</p>	<p>CE: On going</p> <p>BME: On going</p> <p>ECE: Within next sem</p> <p>BT: 30/04/2024</p> <p>CSE: 2024-25</p> <p>ASH: Within next academic year</p>
<p>Final year project</p>	<p>Project Commencement: Start final year projects for CE2021-25 batch in the current semester (S6).</p> <p>Major Work Completion: Aim to conclude significant aspects of the projects by the end of the seventh semester, ensuring substantial progress.</p> <p>Paper Presentations and Conferences: Allocate the remaining period for paper presentations and active participation in conferences, allowing students to showcase their project outcomes.</p> <p>Internship Opportunity: After completing the project work, encourage students to engage in internships during the eighth semester, providing a practical application of their acquired skills.</p>	<p>CE: Class teacher/ Project coordinator/Guides</p>	<p>CE: Immediate</p>

Commencement of M.Tech courses, Research & Research facilities	CE	<p>Explore the feasibility of introducing M.Tech courses in Civil Engineering, considering the potential demand and academic benefits.</p> <p>Conduct a comprehensive analysis to assess the logistical and resource requirements for the successful implementation of M.Tech courses in the Civil Engineering department.</p> <p>Explore the option for individuals possessing PhD guideship qualifications to apply for guideship from KTU, enhancing the academic mentorship within the department.</p> <p>Conduct a thorough analysis of the process and requirements involved in obtaining guideship from KTU, ensuring alignment with the department's goals and resources.</p>	<p>CE: HoD, All faculty</p> <p>BME: All faculty</p> <p>ECE: Faculty & students</p> <p>BT: All faculty Approved Research Supervisors</p> <p>EEE: All faculty members</p> <p>CSE: HOD and Faculty members</p>	<p>CE: Immediate</p> <p>BME: Ongoing</p> <p>ECE: Within next sem</p> <p>BT: Ongoing</p> <p>EEE: During next sem</p> <p>CSE: 2024-25</p>
	BME	<p>BM and BT, together may conduct an international conference and can try to get funding from any professional bodies.</p> <p>Utilization of funds under research and development must be at least 50% for the current financial year.</p> <p>Faculties are encouraged to apply for women scientist funding. Application number may be added for patent applications, if already applied</p>		
	ECE	<p>Department should take initiatives to apply for women grants/SERB funding etc.</p> <p>Apply for atleast 3 project grants around 15lakhs</p>		
	BT	<p>Research Needs improvement. The faculty having research guideship are encouraged to take PhD scholars.</p> <p>Inter-institute events may be conducted.</p>		
	EEE	<p>No research funds are available. At least apply for</p>		

	<p>some research funds. For applying some research funds, Ph.D is mandatory. Only one Ph.D faculty is there in Department.</p> <p>Idea grants, YIP etc. are not looking for Ph.D faculty members. So, try for such funds.</p> <p>Research lab can be started in collaboration with industries. Conduct visits to industries and try for the same. Research proposal for EV lab is in progress.</p> <p>To encourage faculty members to apply for funding from various agencies like DST, SERB, KTU etc.</p>																				
<p align="center">University results</p>	<table border="1"> <tr> <td data-bbox="654 1500 829 1635">CSE</td> <td data-bbox="654 817 829 1500"></td> </tr> <tr> <td data-bbox="829 1500 909 1635">BME</td> <td data-bbox="829 817 909 1500">Action taken to be added for the overall result obtained. For subjects with less pass percentage, actions like extra hours to be initiated for improving the result.</td> </tr> <tr> <td data-bbox="909 1500 957 1635">BT</td> <td data-bbox="909 817 957 1500">2020 batch S6 result: target of 80% not attained. After reevaluation, the result was 76.3%.</td> </tr> <tr> <td data-bbox="957 1500 1181 1635">EEE</td> <td data-bbox="957 817 1181 1500">Student results are very pathetic. Only one student is there in final year without backlogs. Most of them were written supplementary examinations and expecting good marks. Results of pre final years are somewhat good and concentrate more on them for getting good results.</td> </tr> <tr> <td data-bbox="1181 1500 1370 1635">CSE</td> <td data-bbox="1181 817 1370 1500">Result percentage needs to be improved. Next result Target 2023-2024 fixed to 70% Comprehensive Result percentage need to be improved</td> </tr> </table>	CSE		BME	Action taken to be added for the overall result obtained. For subjects with less pass percentage, actions like extra hours to be initiated for improving the result.	BT	2020 batch S6 result: target of 80% not attained. After reevaluation, the result was 76.3%.	EEE	Student results are very pathetic. Only one student is there in final year without backlogs. Most of them were written supplementary examinations and expecting good marks. Results of pre final years are somewhat good and concentrate more on them for getting good results.	CSE	Result percentage needs to be improved. Next result Target 2023-2024 fixed to 70% Comprehensive Result percentage need to be improved	<table border="1"> <tr> <td data-bbox="654 403 829 817">BME: All faculty</td> </tr> <tr> <td data-bbox="829 403 957 817">BT: Faculty & students</td> </tr> <tr> <td data-bbox="957 403 1069 817">EEE: All faculty & students</td> </tr> <tr> <td data-bbox="1069 403 1370 817">CSE: All CSE Faculty</td> </tr> </table>	BME: All faculty	BT: Faculty & students	EEE: All faculty & students	CSE: All CSE Faculty	<table border="1"> <tr> <td data-bbox="654 89 829 403">BME: Continuous</td> </tr> <tr> <td data-bbox="829 89 957 403">BT: Continuous</td> </tr> <tr> <td data-bbox="957 89 1069 403">EEE: Continuous</td> </tr> <tr> <td data-bbox="1069 89 1370 403">CSE: Continuous</td> </tr> </table>	BME: Continuous	BT: Continuous	EEE: Continuous	CSE: Continuous
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	<p>Placements and Higher studies</p> <p>BME Highest CTC from 2022 pass out batch is 9 Lakhs which was not added in the presentation.</p> <p>BT More students may be encouraged to do internships in premier institutes like IITs, NITs, etc. The details of the students who are pursuing higher studies abroad are to be furnished with details about the tests cleared if any. For this, the template of the presentation of the MRM will be modified next time.</p> <p>EEE Results are affecting the placements also. No core companies are ready to hire the students without good results</p> <p>CSE Average CTC should be greater than 8 or 9. Gate coaching needs to be initiated. Motivate students to achieve gate scores.</p>	<p>BT: All faculty</p> <p>EEE: All faculty & students</p> <p>CSE: All faculty</p> <p>ECE: HoD & faculty</p> <p>BT: Mr. Francis John V, Dr. Uma Krishnakumar, Ms. Salini. P. J</p> <p>EEE: All faculty</p> <p>CSE: All faculty</p> <p>ASH: All faculty</p> <p>ECE: Within next sem</p> <p>BT: 31/07/2024</p> <p>EEE: Ongoing</p> <p>CSE: 2024-25</p> <p>ASH: Continuous</p>
	<p>Professional Bodies</p>	<p>ECE Initiate the steps to start IETE professional society membership</p> <p>BT IEI Chapter (Chemical Engg) can be initiated.</p> <p>EEE IEI or IET students chapters can be started. IEI students chapter is on progress</p> <p>CSE All the faculty members are informed to register IEEE CS Society</p> <p>ASH ISTE membership is compulsory for all faculty members. Students can also take membership in ISTE. Get grants from ISTE for conducting programs.</p>

	<p align="center">Department Activities & Newsletter</p> <table border="1"> <tr> <td data-bbox="193 1491 284 1644">BME</td> <td data-bbox="193 819 284 1491">Details of the newsletter to be given to the Principal by the in-charge on right time.</td> </tr> <tr> <td data-bbox="284 1491 667 1644">ECE</td> <td data-bbox="284 819 667 1491">Arrange the sessions by the Industry persons (Bosch). Motivate the students to register for AICTE Internshala and participate in Project Competitions (KETKON, TEKON etc). Conduct technical classes/ training sessions for the students of Thrissur based schools during odd semester beginning time. Publish Department Newsletter for the odd sem activities.</td> </tr> <tr> <td data-bbox="667 1491 715 1644">BT</td> <td data-bbox="667 819 715 1491">Bio hackathon to be conducted</td> </tr> <tr> <td data-bbox="715 1491 986 1644">CSE</td> <td data-bbox="715 819 986 1491">Coding classes under the coding club for all the department need to be initiated from CSE. Give more importance for social activities To adopt a village and conduct programmes for them in coordination with Grama Panchayath Workshops and seminars need to be arranged for +1 and +2 students</td> </tr> <tr> <td data-bbox="986 1491 1106 1644">ASH</td> <td data-bbox="986 819 1106 1491">Next semester onwards 'ASH department Newsletter' can be planned.</td> </tr> </table>	BME	Details of the newsletter to be given to the Principal by the in-charge on right time.	ECE	Arrange the sessions by the Industry persons (Bosch). Motivate the students to register for AICTE Internshala and participate in Project Competitions (KETKON, TEKON etc). Conduct technical classes/ training sessions for the students of Thrissur based schools during odd semester beginning time. Publish Department Newsletter for the odd sem activities.	BT	Bio hackathon to be conducted	CSE	Coding classes under the coding club for all the department need to be initiated from CSE. Give more importance for social activities To adopt a village and conduct programmes for them in coordination with Grama Panchayath Workshops and seminars need to be arranged for +1 and +2 students	ASH	Next semester onwards 'ASH department Newsletter' can be planned.	<table border="1"> <tr> <td data-bbox="169 439 209 797">BME: All faculty</td> </tr> <tr> <td data-bbox="209 439 248 797">ECE: HoD & all faculty</td> </tr> <tr> <td data-bbox="248 439 288 797">BT: All faculty</td> </tr> <tr> <td data-bbox="288 439 360 797">CSE: HoD & association in charge</td> </tr> <tr> <td data-bbox="360 439 400 797">ASH: All faculty</td> </tr> </table>	BME: All faculty	ECE: HoD & all faculty	BT: All faculty	CSE: HoD & association in charge	ASH: All faculty	<table border="1"> <tr> <td data-bbox="169 127 201 394">BME: Immediate</td> </tr> <tr> <td data-bbox="201 127 233 394">ECE: Immediate</td> </tr> <tr> <td data-bbox="233 127 272 394">BT: NA</td> </tr> <tr> <td data-bbox="272 127 344 394">CSE: Academic year 2024-2025</td> </tr> <tr> <td data-bbox="344 127 384 394">ASH: Next sem</td> </tr> </table>	BME: Immediate	ECE: Immediate	BT: NA	CSE: Academic year 2024-2025	ASH: Next sem
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	<p>Department brochure was already prepared in the previous semester and circulated in the interest groups. Social media platform will be utilized more for promoting admission.</p> <p>The activities planned are the following:</p> <ul style="list-style-type: none"> • Testimonial videos by prominent alumni. • A common format can be implemented. • Posters of prominent alumni- with PhD • Posters of prominent alumni- in good companies <p>Department videos to be prepared</p> <p>M.Tech admission Target 2024-2025 should be full. To take classes for final year students on importance of joining M.Tech</p>														
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	<p>intelligence and change in industry perspective and submit for approval of the same in DAC, BOG meetings. Need to get Feedback from all stakeholders before finalizing the revision</p> <p>Faculty members NPTEL Registration status: All Faculty members to take at least one NPTEL or MOOC Course with certification</p> <p>Student MOOC Registration: Class teachers and Advisors are informed to encourage the students to register for NPTEL Courses at least one in a semester</p> <p>Inter institute event participation: Class teachers and Advisors to select interested students and encourage for Inter Institute events</p>	
<p>HR: Reducing unfilled vacancies against sanctioned posts - Not more than 10% for teaching faculty and 25% for administrative and laboratory staff.</p> <p>Placement: Improving the no of students placed through campus placements- Target-90%</p> <p>Placement and Training Process</p>	<p>ASH</p> <p>ASH Department Vision and Mission statement shall be exhibited in ASH staff room, Physics Lab, Chemistry lab & Mechanical workshop.</p> <p>All ASH faculty members are supposed to register for Ph.D. at the earliest.</p> <p>Minor in Mathematics can be offered by Maths faculty members for top higher semester students.</p>	<p>HR & Placement Officer</p> <p>HR & Placement officer</p> <p>HR & Placement officer</p>
	<p>12 new lab instructors and 2 new visiting faculties were appointed. Presently there are no unfilled vacancies.</p> <p>Out of the 199 eligible students in the 2024 pass out batch 153 students got placed.</p> <p>All students of 2020-2024 batch students attended the aptitude training conducted by Pragmatrix. 108 students attended the</p>	<p>On going</p> <p>Continuous</p> <p>Completed.</p>

HR- Staff and Faculty training	technical training sessions. 70 faculties attended a faculty training session on 'Autonomy' conducted on 29 th July 2023. 8 faculties attended the staff induction program conducted on 31 st July 2023. 78 faculties attended a faculty training session on 'Design thinking' conducted on 1 st August 2023	IQAC,HR, & Placement officer	On going								
Staff Recruitment	12 new lab instructors and 2 new visiting faculties were appointed	Management	On going								
Increasing the volume of books in Central Library	At present 35645 books and 10588 titles are available in total. Average per day usage is 136 numbers. NDLI Club is conducting various events and club membership renewed.	Librarian	Continuous								
Library Process	Status of procurement of additional books and publication of journals are reviewed under III(2)(III). 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								
Improving the students participation in external events: Minimum 4 events	Many students were selected for Interuniversity level in items like Football, athletic, Yoga, Kho-Kho, Kabaddi, Basketball and Chess. NSS unit received award for conducting more than 3 Blood donations. Outreach activities include Pullipara Anganawadi cleaning and beautification and Cleaning and beautification of Kodakara Panchayath.	Physical Education director	Continuous								
Budget Utilization- Min 90% of the budget	Budget for 2023-24 is defined as follows and utilization is given below. <table border="1" data-bbox="1157 884 1308 1635"> <thead> <tr> <th>Dept</th> <th>Budget (in Lakhs) & % utilization for 2023-24</th> <th>Dept</th> <th>Budget (in Lakhs) & % utilization for 2023-24</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Dept	Budget (in Lakhs) & % utilization for 2023-24	Dept	Budget (in Lakhs) & % utilization for 2023-24					HODs	Closed
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	EEE	855000, 67.78%	Civil	9,50,0005, 57.47%	IQAC, HoDs, PCs & admin committee coordinators	Closed
	BME	2,450,000,30%	ASH	2,93,000, 94%		
	BT	25,00,000, 80%	Library	18,40,000,83.29%		
	CSE	24,03,000, 88.65%				
	ECE	2,250,000, 76.93%				
Internal audit: IQAC and ISO combined Internal audit conducted during 5 th to 10 th January 2024	Observations are documented and corrective actions proposed.				Management/ Admission coordinator	Ongoing
Admission process	Out of 438 sanctioned seats, no of seats filled is 395. Management has decided to take appropriate measures to improve the admissions further.					

Date : 20/02/2024

Prepared by: 

Approved by: 