

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

Minutes of the meeting

Name of the meeting: IQAC meeting




Date & Time of meeting: 20/09/2023, 3 .00 PM

Period of Review: Aug- Sep 23'





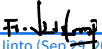
Venue: Board Room

- Agenda: 1. IQAC – Vision, Objective, Strategies, functions, IQAC will facilitate/contribute**
- 2. Development and application of quality benchmarks**
 - 3. Digitization of Administrative Processes**
 - 4. Internal audit**
 - 5. Question paper scrutiny**
 - 6. CO and PO attainment process**
 - 7. Application for autonomy**
 - 8. AQAR 2022-2023**
 - 9. ECE NBA**

Members attended:

S. No.	Name	Designation	Signature
1	Fr. Dr. Anto Chungath	Executive Director, Management Representative	 antony (Sep 29, 2023 15:23 GMT+5.5)
2	Dr. Leon Ittiachen	Director	
3	Dr. Nixon Kuruvila	Principal	 nixonkuruvila (Sep 30, 2023 14:25 GMT+5.5)

4	Dr. Finto Raphel	Vice Principal and IQAC Director	 Finto Raphel (Sep 29, 2023 15:03 GMT+5.5)
5	Mr. Willson Joseph	IQAC Joint Director	 Willson Joseph C (Sep 29, 2023 12:01 GMT+5.5)
6	Ms. Salini P J	IQAC Joint Director	 Salini (Sep 29, 2023 11:35 GMT+5.5)
7	Dr. Jis Paul	HOD, BME	 Jis Paul (Sep 26, 2023 17:17 GMT+5.5)
8	Dr. Dhanya Gangadharan	HOD, BT	 HOD BT (Sep 27, 2023 11:22 GMT+5.5)
9	Dr. Drisya M	HOD, CE	
10	Dr. R Satheeshkumar	HOD, CSE	
11	Dr. Vishnu Rajan	HOD, ECE	 Dr. Vishnu Rajan (Sep 26, 2023 17:25 GMT+5.5)
12	Dr. Vijikala	HOD, EEE	 Dr. V. Vijikala (Sep 27, 2023 16:09 GMT+5.5)
13	Dr. Sukhila Krishnan	HOD, ASH	 Dr Sukhila Krishnan (Sep 29, 2023 10:10 GMT+5.5)
14	Ms. Vini Jose	Training and Placement officer	 Vini Jose (Sep 29, 2023 11:32 GMT+5.5)

15	Dr. Amitha Joy	ISO Representative	Absent with permission
16	Ms. Daisy Paulson	Senior Administrative Officer	 DAISY PAULSON (Sep 29, 2023 12:27 GMT+5.5)
17	Ms. Nice George M	S7, BME Student Representative	 NICE GEORGE M (Sep 29, 2023 12:08 GMT+5.5)
18	Ms. Rajani M	High School Teacher at IVHSS Orumanayur, Parent Representative	Absent with permission
19	Ms. Anjana Rajendran	Program Manager, Bosch Global Software Technologies Pvt Ltd, Alumni Representative	Absent with permission
20	Ms. Jismi Jobin	Founder and Chief Technology Officer of Jobin and Jismi, Employer Representative	 Jismi AI (Sep 29, 2023 12:37 GMT+5.5)
21	Mr. Girish P	Sr. Manager, Hykon India, Industry Representative	Absent with permission
22	Mr. Padmanabhan T.K	Kodakara Panchayat Ward 17 member, Local Body Representative.	Absent with permission
	Special Invitees		
23	Dr. Sudha George Valavi	Joint Director	 Dr Sudha George Valavi (Sep 29, 2023 14:24 GMT+5.5)
24	Fr. Jinto Verumpilavu	Finance Officer	 Fr Jinto (Sep 29, 2023 14:58 GMT+5.5)

1. Review of Action Points of the Previous Meeting:

Details of Action	Target Date	Responsibility	Progress	Revised Target	Status (Closed/Cancelled/ Continuous/ Ongoing/Deferred)
NBA pre-qualifier of Dept. of EC	31.03.23	HoD ECE, HR, IQAC	Completed		Closed
NAAC AQAR 2021-22	15.03.23	IQAC	Completed		Closed
NBA Compliance documentation	15.06.23	HoDs & PCs	Completed		Closed
Preparation of Handbook 2022-23	15.04.23	HoD CSE	Completed		Closed
Result Analysis (2021-22 even sem)	15.03.23	HoDs	Completed		Closed
Feedback Analysis (2021-22)	15.04.23	Ms. Jasmi, Ms Vini &Ms.Jemcy	Completed		Closed
KTU Internal audit	06.03.23	HoDs & PCs	Completed		Closed

2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
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<p>1. IQAC – Vision, Objective, Strategies, functions, IQAC will facilitate/contribute</p>	<p>The principal described IQAC's vision, Objectives, strategies, functions, and contribution towards quality enhancement (document attached separately). All the committee members agreed the same.</p>	<p>IQAC</p>	<p>Closed</p>
<p>2. Development and application of quality benchmarks</p>	<p>As creating quality benchmarks is one of IQAC's functions, IQAC has determined the area where a benchmark is necessary. The following areas are to be taken care of.</p>		
<p>2.1 University Results</p>	<p>All the departments should fix their target as 100 %. Two points that would aid in achieving the target were discussed.</p> <ul style="list-style-type: none"> • Restructuring in the conduct of CAT: - Restructured CAT 2 in the last semester and feedback was good. CAT 1 is also to be restructured from this academic year onwards • Special coaching to clear the backlog, improves the graduation percentage and thus ranking: - Arrear tracking and supporting to be done from the second year onwards. Identification of weak students is to be done early in a semester and T4S/S4S should be provided. <p>In addition to the above points, the committee also suggested faculty members to discuss old university question papers and reminded them to share the detailed answer key with the students.</p>	<p>IQAC</p> <p>HoDs, faculty in charge of arrear tracking & all course handling faculty</p> <p>Course handling faculty & HoD</p>	<p>Closed</p> <p>30/09/2023</p> <p>15/12/2023</p>
<p>2.2 Research Goals</p>	<ul style="list-style-type: none"> • FRSG 3 to be called by RDC. Budget allocation must be done after discussion with management • Student project to be continued from second year onwards to ensure its quality. So, a change to the current project 	<p>RDC</p>	<p>07/10/2023</p>

	<p>policy is required. RDC should thoroughly study and submit their proposal to IQAC for project policy amendment. Further decisions can be made based on their report.</p> <ul style="list-style-type: none"> • Monthly Ph.D.work presentation for faculty and research students to be done. 	RDC RDC	14/10/2023 Ongoing
2.3 Placement Objectives	<ul style="list-style-type: none"> • A list of dream companies to be identified that can offer packages of more than 10 lakh per annum. A list of students at least 5% from each department to be finalized and the plan for placing them in the dream companies has to be worked out. There should be proper sync between TPO and departments for achieving the target. • Additionally, students should receive training for placement and be given the necessary skills required for the industry. Statistics of placement data are to be formulated based on present eligible students. 	HoDs, department placement coordinators & TPO HoDs, advisors & department placement coordinators	20/10/2023 Ongoing
2.4 Industrial Collaboration and Quality Internships	<ul style="list-style-type: none"> • Quality internships to be brought by the department with the help of IIC. At least 10% of eighth-semester students have to be finalized and the work has to be started immediately under the IIC member in each department. <ul style="list-style-type: none"> • At least one startup is to be brought by IEDC from UG/PG projects and is to be incubated in TBI-IEDC. 	Dept. IIC members & HoDs IEDC	20/11/2023 One Year
2.5 Flagship Programs	<ul style="list-style-type: none"> • All the departments have to develop proposals and ensure that proposed programs are conducted effectively. 	HoDs	14/10/2023

2.6 Social Outreach	<ul style="list-style-type: none"> It is made compulsory that all the departments should conduct Social outreach programs based on their technical expertise. No separate budget for conducting the same, but the college would provide some financial support based on the proposal forwarded by the departments. 	HoDs	2/12/2023
3. Digitization of Administrative Processes	All participants approved of moving forward with digitalization. Possible administrative processes will have to be identified and digitalization to be implemented. For the purpose of testing, electronic signatures will be gathered to approve the minutes of this IQAC meeting.	IQAC	One Year
4. Internal audit	The first audit will be done by the department under the guidance of IQAC and the second one a comprehensive internal audit.	HoDs & IQAC	8/12/2023
5. Question paper scrutiny	<ul style="list-style-type: none"> Subject groups are to be formed and scrutiny is to be done by the captains of each group. Subject group captains are to be finalized and approved in DQAC 	HoDs & PCs	15/11/2023
	<ul style="list-style-type: none"> Decided to reduce the percentage weightage for level 4 in the question paper to 5% 	PCs & course handling faculty	27/09/2023
6. CO and PO attainment process	<ul style="list-style-type: none"> A 2% weightage to be given for the add-ons in the indirect PO attainment based on the student feedback. Percentage weightage for the other tools to be modified accordingly. 	PCs & HoD	20/11/2023
	<ul style="list-style-type: none"> Decided to follow a new method for the indirect attainment calculation for course exit surveys. The method is to find the average rating and if this is more than 70% 3 will be given, and the attainment will be reduced accordingly. 	PCs & Course handling faculty	20/11/2023 30/10/2023

	<ul style="list-style-type: none"> Both interim and course exit feedback are not done properly. To make it more serious, the faculty was advised to dedicate time from his/her hour to take the feedback. The faculty must create sufficient awareness among the students about the relevance of each question, and ask the students to grade accordingly. 	PCs & Course handling faculty	
3 Application for autonomy	The complete document would be ready within two weeks and can be successfully uploaded after three levels of proofreading.	Director	18/10/2023
4 AQAR 2022-2023	It was decided to upload each criterion by the criteria coordinators. Each criterion would be allotted to different departments. Coordinators, preferably PCs and other members to be identified and finalized by IQAC. Before the final submission of AQAR, document verification is to be done by IQAC.	Criteria coordinators & IQAC	20/12/2023
5 ECE NBA	Updated the status of the process by HoD ECE. P files are to be audited and I files verification also is pending.	HoD ECE & PC	05/10/2023

Date: 20/09/2023
 CC.To: All faculty, Administrators, Office

Prepared by: Ms. Salini P J

Approved by: Principal












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Final Audit Report

2023-09-30


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