

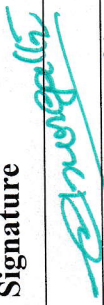












**SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684****Minutes of the meeting**

Period of Review: Jan- June 2024

Venue: IQAC Room

Name of the meeting: IQAC meeting  
Date & Time of meeting: 25/06/2024, 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. Manishankar S	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>Juni</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	<i>Crct Approval</i>
20	Ms. Anjana Rajendran	Program Manager, Bosch Global Software Technologies Pvt Ltd	
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)
KTU-ISO Internal audit for 2023-24 Odd semester	15/01/2024	IQAC & ISO	Completed		Closed
NAAC AQAR 2022-23	21/12/2023	Criteria coordinators & IQAC	Completed		Closed
Feedback analysis 2022-23	19/12/2023	IQAC	Completed		Closed

Conduction of One day Faculty Development Programme (FDP). Conducted on 24 <sup>th</sup> January 2024.	31/01/2024	IQAC & ISTE	Completed		Closed

**2. Decisions taken during this meeting**

Points of Review	Decisions taken	Responsibility	Target date
<p><b>1. 2023-4 Even Semester Second Internal Audit and Preparation for KTU External Audit</b></p>	<p>1. The KTU-ISO Combined Internal Audit for the 2023-24 Even Semester was conducted from June 19th to June 25th, 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>Non-utilisation of Updated ISO Forms:</b> It was observed that the updated ISO forms, particularly those for meeting minutes, seminars, and projects, were not being utilised by the departments. All departments are instructed to immediately adopt the updated ISO forms for all relevant activities.</li> <li><b>Errors in Sample Project Reports:</b> Numerous errors were found in the sample project reports maintained by the departments. Departments are required to review and rectify these errors. A standard review checklist will be provided to ensure consistency and accuracy.</li> <li><b>Confusion Regarding Remedial Registers and ISO Forms:</b> There was confusion regarding the maintenance of remedial registers and the</li> </ul>	IQAC	07/07/2024

	<p>appropriate use of ISO forms for remedial classes. Clear guidelines will be distributed, and training sessions will be scheduled to clarify these procedures.</p> <ul style="list-style-type: none"> <li><b>Issues with ETLab Software:</b> There was confusion in using the ETLab software to obtain the required documents for the course file. Additional training on the ETLab software will be provided to all relevant faculty and staff to ensure proper usage and document retrieval.</li> </ul> <p><b>2. Preparation for KTU External Audit:</b></p> <p>In preparation for the upcoming KTU External Audit, the following actions are mandated:</p> <p><b>Action taken on audit observations of 2023-2024 odd and even semesters:</b> Departments must take action on the internal audit observations.</p> <p>As the NBA accreditation for B.Tech programs in Biomedical Engineering (BME), Biotechnology (BT), Computer Science and Engineering (CSE), and Civil Engineering (CE) expires on June 30, 2025, the compliance report must be submitted six months prior to this date. Therefore, the report must be ready by November 20, 2024. To ensure timely completion, the following detailed schedule has been established:</p> <p><b>1. First Review:</b></p> <ul style="list-style-type: none"> <li><b>Date:</b> July 15, 2024</li> <li><b>Task:</b> Completion of Part C with supporting documents.</li> </ul>	IQAC, HODS and PCs	20/11/2024
<p><b>2. Preparation of NBA Compliance Report</b></p>			

<ul style="list-style-type: none"> <li>• <b>Responsibility:</b> Presentation by the Heads of Departments (HODs).</li> </ul>	
<p><b>2. Second Review:</b></p> <ul style="list-style-type: none"> <li>• <b>Date:</b> Mid-August 2024</li> <li>• <b>Task:</b> Completion of Sections 2.4, 2.5, and 2.6 with supporting documents.</li> <li>• <b>Responsibility:</b> Presentation by the HODs.</li> </ul>	
<p><b>3. Third Review:</b></p> <ul style="list-style-type: none"> <li>• <b>Date:</b> September 30, 2024</li> <li>• <b>Task:</b> Completion of Sections 2.1, 2.2, and 2.3 with supporting documents.</li> <li>• <b>Responsibility:</b> Presentation by the HODs.</li> </ul>	
<p><b>4. Fourth Review:</b></p> <ul style="list-style-type: none"> <li>• <b>Date:</b> Mid-October 2024</li> <li>• <b>Task:</b> Completion of Sections 3.1 to 3.6 with supporting documents.</li> <li>• <b>Responsibility:</b> Presentation by the HODs.</li> </ul>	
<p><b>5. Final Audit and Presentation:</b></p> <ul style="list-style-type: none"> <li>• <b>Date:</b> Mid-October to Mid-November 2024</li> <li>• <b>Task:</b> Auditing by the Internal Quality Assurance Cell (IQAC) and final presentations.</li> <li>• <b>Responsibility:</b> All departments to cooperate</li> </ul>	

	<p>with the IQAC for the auditing process.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• <b>Distribution of Responsibilities:</b> Each HOD is responsible for the timely completion and presentation of their respective sections.</li> <li>• <b>Supporting Documents:</b> Ensure all necessary supporting documents are prepared and included.</li> <li>• <b>Coordination with IQAC:</b> Departments must coordinate with the IQAC for the auditing process and final presentations.</li> </ul>	HoD EEE & PC	10/08/2024
<p><b>3. Initiation of SAR Drafting Process for EEE Department</b></p>	<p><b>Initiation of SAR Drafting Process for EEE Department:</b> Based on the preliminary evaluation and recommendations from administrators, the Department of Electrical and Electronics Engineering (EEE) has been directed to initiate the process of drafting the Self-Assessment Report (SAR).</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• <b>Distribution of Criteria:</b> <ul style="list-style-type: none"> <li>◦ The Head of the Department (HOD) will distribute Criteria 1-7 among the faculty members. Each criterion will be assigned to a specific faculty member or team to ensure comprehensive coverage.</li> </ul> </li> <li>• <b>Initial Draft Submission:</b> <ul style="list-style-type: none"> <li>◦ The initial draft of the SAR is to be prepared and submitted by the EEE Department by August 10, 2024.</li> </ul> </li> </ul>		

<p><b>4. APJAKTU - Affiliation 2024-25 - EVIC. Inspection and Review of Transferred affiliation of courses and continued affiliation of existing courses for the AY 2024-25 - Reg.</b></p>	<p>The inspection and review process by the Expert Visiting Inspection Committee (EVIC) for the transferred affiliation of courses and the continued affiliation of existing courses for the Academic Year 2024-25 has been completed.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• <b>Verification and Submission of Required Files:</b> <ul style="list-style-type: none"> <li>○ All required files and documents have been thoroughly verified and submitted before the committee.</li> </ul> </li> </ul>	<p>IQAC</p>	<p>NA</p>
<p><b>5. Feedback analysis</b></p>	<p><b>Preparation and Upload of Institution-Level Feedback Analysis and Action Taken Report:</b> The following feedback analysis and action taken reports need to be prepared and uploaded to the college website:</p> <ol style="list-style-type: none"> <li>1. <b>Alumni Feedback Analysis and Action Taken Report</b></li> <li>2. <b>Parents Feedback Analysis and Action Taken Report</b></li> <li>3. <b>Employer Feedback Analysis and Action Taken Report</b></li> <li>4. <b>Student Satisfaction Survey Analysis and Action Taken Report</b></li> </ol> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• <b>Report Preparation:</b> <ul style="list-style-type: none"> <li>○ Detailed reports should be prepared for each feedback category, highlighting the analysis and specific actions taken to address the feedback.</li> <li>○ The format should be consistent and clear, ensuring all relevant points are covered comprehensively.</li> </ul> </li> </ul>	<p>IQAC &amp; Coordinators of Alumni, and PTWA committee, Department PCs and Ms. Livya George</p>	<p>20/07/2024</p>

<p><b>Timeline:</b></p> <ul style="list-style-type: none"> <li>• <b>Data Collection and Analysis:</b> To be completed by 30-06-2024</li> <li>• <b>Report Preparation:</b> To be completed by 20-07-2024</li> </ul>			
<p><b>6. Autonomy status and activities</b></p>		<p>The college has been granted autonomous status by UGC. Consequently, efforts are underway to develop curricula and syllabi for both UG and PG programs, establish rules and regulations, prepare examination manuals, and finalize the academic calendar, among other tasks.</p>	<p>IQAC and all the concerned</p>

Date :  
C.C.TO:

Prepared by: 

  
Approved by: