

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

Minutes of the meeting

Name of the meeting: DAC Meeting

Date & Time of meeting: 18/08/2023, 02:30 PM

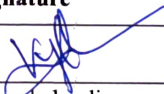




Period of Review : (optional)

Venue: Google meet (<https://meet.google.com/cdb-jcfc-qq>)

Agenda*:

1. Discussion on curriculum and identification of gaps
2. Identify the activities and add-on courses to be conducted to bridge the gaps
3. Discussion related to placement activities on department
4. Discussion on Department Vision, Mission and PEO statements

Members attended:

S. No.	Name	Designation	Signature
1	Dr. V. Vijikala	Associate Professor and HoD EEE (Chairperson)	
2	Dr. Vivek Mohan	Assistant Professor, Dept of EE, NIT Calicut (Academic Expert)	Attended online
3	Mr. Sukesh S S	Assistant Engineer, KSEB (Industrial Expert)	Attended online
4	Ms. Femi C Anto	Hardware Engineer, VVDN Technologies (Alumni)	Attended online
5	Mr. Jino John	Parent representative	Attended online
6	Ms. Drisya K Sasi	Assistant Professor, Dept PC (Member)	
7	Mr. Sebin Davis K	Assistant Professor (Member)	
8	Ms. Neethu John	Assistant Professor (Member)	
9	Ms. Maria Rose K J	Assistant Professor (Invitee)	

*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)
Provide workshops and hands-on training on recent fields to improve technical skills and perform well in interviews	–	Faculty members	Conducted workshops and hands on training on E Yantra Robotics, Python programming and AutoCAD & MEP	–	Closed
Soft skill training also should be provided, to know how to perform in front of an interviewer.	–	Faculty members	Mock interviews, Group discussions and Debates are conducted during SGA hours.	–	Closed
Add-on courses to be conducted to bridge the gaps	–	Faculty members	Add-on courses on machine learning were conducted. Recommended students to do NPTEL courses on IoT and cloud computing techniques.	–	Closed
Decided to follow the new PSOs from current academic year (2022-23) onwards	Immediate	All faculty members	New PSOs disseminated and are updated in Website and Linways. It is also communicated to students.	–	Closed

2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
2021-2022 PO, PSO attainment	<ul style="list-style-type: none"> ● In the academic year 2021-2022, PO attainment is minimum for PO1 (Engineering knowledge) and PO2 (Problem analysis). ● Also overall attainment is reduced as compared with that of previous year. This is mainly due to the poor university results. ● Mr. Vivek Mohan opined to motivate students to attend MOOC courses or recommend some NPTEL lectures which will help them to improve Engineering knowledge. ● Assignments can be on complex problem solving or simulation based will also help to improve the attainment. It will help to improve the interest of students in study and will improve the university results. 	Faculty members and students	Aug 2023 - Mar 2024
Identify the activities and add-on courses to be conducted to bridge the gaps	<ul style="list-style-type: none"> ● According to the suggestion from Dr. Vivek Mohann, add-on courses and workshops can be provided on MEP and Electrical CAD will be helpful. ● Dr. Vivek Mohan added that recommend students to do some NPTEL courses related to the recent trends of the electrical engineering field. It will help to bridge the gap in PO1. ● Conduct some idea competitions internally to improve the problem solving and design skills. This will bridge the gap of PO2 and PO3. 	Faculty members and students	Aug 2023 - Mar 2024

	<ul style="list-style-type: none"> Also promote students to go for higher studies and crack GATE. It will help the students to get jobs in PSUs. Opined by Mr. Sukesh S S. 		
Discussion related to placement activities on department	<ul style="list-style-type: none"> Mr. Jino John opined that to improve placements, along with technical skills, soft skills also need to be promoted. Provide soft skill training by some experts. That can be conducted centrally by placement cell. Mr. Krishnaraj opined that aptitude training can be started from the third year itself. It can be provided by experts. Coding skills are mandatory for getting placement in the software field. So workshops related to coding can be provided. Or recommend some NPTEL courses related to coding. Dr. Vivek Mohan added that to improve placements in core companies, try for some MoUs and send the students to those companies for internships or training. It will improve not only their practical knowledge but also the placements. 	Faculty members and students	Aug 2023 - Mar 2024
Discussion on Department Vision, Mission and PEO statements:	<ul style="list-style-type: none"> Dr. Vivek Mohan suggested that Vision and Mission statements are not completely aligned with Institute vision and mission statements. The term "Social service" which is in the Institute vision statement is missing in the Department Vision statement. The term "industry collaboration" is missing in Department Mission, but it is there in Institute vision. Also innovation is mentioned in Mission 1 and 2 statements. Also, the word "ethics" is coming in PEO2, PEO3 and PEO4. 	HOD and PC of EEE	Aug 2023 - Mar 2024

- Mr. Suresh S S commented that the terms "industry collaboration" and "sustainability," which are highly relevant today, are missing from the PEO.
- Therefore, it would be better to reframe the Department Vision, Mission and PEO statements.
- According to the discussions, it is clear that Department quality statements (Vision, Mission and PEO) are not only completely inline with Institute quality statements but also do not incorporate recent trends, and they need to be revised.
- However there are some procedures for the revision of quality statements, the same can be followed for this academic year 2023-24.
- But the procedures for the revision can be started.
- Feedback from stakeholders needs to be collected first. So, initiatives for the same will be started now.
- For the next academic year, new Department quality statements can be prepared and approved.

Date: 18/08/2023
C.C.TO: IQAC

Prepared by: Ms Drisya K Sasi




Approved by: 
 DEPARTMENT
 ELECTRICAL & ELECTRONICS ENGINEERING
SAHRDAYA
 COLLEGE OF ENGINEERING & TECHNOLOGY
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