

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

Name of the meeting: Second Academic Council Meeting (Autonomous) Period of Review: 01-09-2024 to 31-01-2025

Date & Time of meeting: 1/02/2025, 11.00 AM Venue: Board Room/Hybrid

Agenda*: Attached

Members attended:

Sl. No.	Name	Designation	Signature
1	Dr. Nixon Kuruvila	Chairperson & Principal	
2	Dr. Jispaul	HOD BME	
3	Dr. Dhanya Gangadharan	HOD BT	
4	Dr. Drisya M	HOD CE	
5	Dr. Manishankar S	HOD CSE	
6	Dr. Ambili Francis	HOD ECE	
7	Dr. Vijikala V	HOD EEE	
8	Dr. Sukhila Krishnan	HOD ASH	
9	Ms. Vini Jose	Training and placement officer	
10	Dr. Leon Ittiachen	Director & Professor (Dept. of BT)	
11	Dr. Sudha George Valavi	Joint Director & Professor (Dept. of ASH)	
12	Dr. Vishnu Rajan	Associate Professor, (Dept. of EC)	
13	Dr. Sreeraj R	Professor (Dept. of CSE)	
Four Experts /Academicians from outside the Autonomous college)			
14	Dr. Madhu G	Professor, (Dept. of Chemical Engineering CUSAT)	
15	Dr. K Meenakshy	Principal & Professor (GEC, Thrissur)	
16	Padmasree Dr. E.D. Jemmis	Professor (IISc)	
17	Mr. Suresh Kumar	Group Manager (IBS)	

18	Mr. George Oommen	Manager - People & Culture, SOTI	
19	Dr. Smitha R	Professor (Dept. of EEE, NSS Palakkad)	
Three Nominees of the University, not less than Professors.			
20	Dr. Bobby K George	Associate Professor, Dept. of Production Engineering, GEC Thrissur.	
21	Dr. Sabitha S	Professor, Dept. of Computer Science and Engineering, GEC Sreekrishnapuram	
22	Dr. Minimol B	Associate Professor, Dept of Biomedical Engineering, Model Engineering College	
23	Dr. Joseph Jestin	Assistant Professor, ASH	
24	Dr. Finto Rapheal	Secretary & IQAC Coordinator	

*Agenda is optional. Each agenda item must be numbered and typed in separate line)

Minutes of academic council meeting 01/02/2025

The meeting started at 11.00 A.M. with a silent prayer

The Executive Director, Rev. Dr. Anto Chungath, delivered the introductory address to the Academic Council. The Chairperson (Principal), Dr Nixon Kuruvilla, formally welcomed all members to the Academic Council.

Dr. Jemmis enquired about the possibility of inviting a student representative to the Academic Council, noting that many premier national and international institutions have student representation in their governing bodies. The Principal responded that the possibility of including a student representative will be verified based on the UG Guidelines for Autonomous Colleges 2023, which govern the structure and composition of academic councils.

He presented the institute's major accomplishments from 01/09/2024 to 31/01/2025 and took the agenda items for discussion.

AC 1.01 - Re-ratification of the minutes of the First Academic Council Meeting on 31st August 2024

The Academic Council reviewed the minutes of the First Academic Council Meeting held on 31st August 2024. The Principal presented the resolutions of the first Academic Council meeting, including the key decisions made. The following items were previously approved in the meeting:

1. Examination Manual
2. Regulations and Curriculum
3. Syllabi (First Year)
4. Ph.D. Course Work
5. Academic Calendar for Semester 1
6. Ratification of the nomination of two subject experts from outside the parent University to various Boards of Studies (BoS)

However, at the time of the meeting, the University nominees had not yet been appointed to the Academic Council. The three University nominees were later appointed as per the letter KTU/ASST1(ACADEMIC)/6339/2023, dated 30th September 2024. The Principal informed that the Governing Body had directed the re-ratification of the minutes of the first Academic Council meeting following the nomination of the University representatives.

The Principal also presented the key differences between the APJAKTU B.Tech 2024 curriculum and the Sahrdaya College of Engineering and Technology (Autonomous) 2024 Curriculum.

During the presentation, Dr. Boby K George raised a query regarding the assessment of Skill Enhancement Courses (SECs), particularly with respect to their increased credits. In response, the Director clarified that the Skill Enhancement Courses are certified by industries, and each course undergoes proper assessment.

Several members raised concerns about the percentage of difference between the Sahrdaya College curriculum and that of the parent University. The Principal responded by stating that

the difference in the overall curriculum is only 10%, with a 5% difference in the syllabus for Semesters 1 and 2 framed so far.

After a detailed discussion, and with no further queries, the Academic Council adopted the following resolution:

Resolution of the Academic Council

2.01 The Academic Council reviewed and re-ratified the First Academic Council Meeting minutes held on 31st August 2024.

AC 2.02 - Reporting

The Board of Studies (BoS) for the Applied Science and Humanities (ASH) Department has been constituted, including the two subject experts from outside the parent University, as required by Section 12.5 of the UGC Regulations-2023.

The Principal informed the Council that the BoS for ASH was not constituted before the first Academic Council meeting. However, the Governing Body had recommended its constitution. The Principal presented the constitution to the Academic Council, and the Chairperson reported it to the Academic Council for ratification by the two subject experts outside the parent University.

Resolution:

2.02 – Resolved the ratification of the nomination of two subject experts outside the parent university to the Board of Studies of the ASH department as listed below:

- 1. Dr. Krishna Shankar Narayanan, Professor in Computer Science & Engineering, IIT, Bombay**
- 2. Dr. Manoj Thatham, Associate Professor, Dept. of Chemistry, Sree Neelakanta Govt College, Pattambi**

AC 2.03 – Reporting

The Principal presented the results of the S1 End Semester Examinations for the 2024 batch to the Academic Council for review and further recommendations. The department-wise and course-wise pass percentages and the toppers were presented. The pass percentage of each B.Tech program was as follows, with the overall pass percentage being 69.28%.

S1 BME-60.3%

S1 BT-75%

S1 CE-62.5%

S1CSE-78.7%

S1 EEE-25%

S1 ECE-60.3%

Dr. Madhu questioned the steps to improve the results. In response, the Principal mentioned that the college would start remedial classes for the failed students and prepare them for the upcoming supplementary examination.

A query was raised with the Controller of Examinations (CoE) regarding the Institute's SGPA calculation method. The CoE clarified that the same procedure followed by the parent university is being implemented.

The Director also mentioned that a double valuation system is followed, where the average marks are taken. If the difference between the first and second valuations exceeds 15%, a third valuation is conducted, and the nearest two average marks are considered.

Dr. Jemmis suggested that the Institute should eventually adopt assessment methods similar to those of IITs and NITs, where faculty conduct assessments, evaluations, and award grades. This suggestion was welcomed, and the Principal mentioned that as the Institute achieves more maturity in autonomy, this practice will be adopted.

AC 2.04 – Matters taken up with the permission of the Chair

The following additional agendas was put by the Principal for the recommendations and approval:

Ac 2.04.1 Approval of the Academic Calendar for S2 for B.Tech and M.Tech 2024 Admission

AC 2.04.2 Recommendation for introducing a new PG Program M.Tech with a sanctioned intake of 6 in Biomedical Engineering under the Department of Biomedical Engineering.

AC 2.04.3 Recommendation to increase the sanctioned intake of B.Tech in Electrical and Electronics Engineering from 30 to 60.

AC 2.04.4 Recommendation for the Faculty Research Seed Grant (FRSG)-3.

The Principal presented the important dates of the S2 Academic Calendar for the upcoming semester for both B.Tech and M.Tech programs.

A query was raised regarding the summer classes. The Principal clarified that, as per the B.Tech Regulation 2024, the summer classes are specifically meant for students with an FE grade or those who have obtained the minimum pass mark in the End Semester Examination (ESE) but failed due to low internal marks.

Students meeting the above criteria will be allowed to cancel the course and register for the summer course. The summer course will be conducted for 50% of the hours originally allocated for the course. All assessments, including ESE, will be carried out. Students who pass the examination and meet the pass criteria will be awarded a P grade.

Agendas 2.04.2 and 2.04.3 were also considered.

Dr. Sreeraj presented the details of the FRSG (Faculty Research Seed Grant) allocated to faculty members.

The Director provided an overview of the FRSG, explaining that it is a seed money grant awarded to faculty members for research projects based on proposals submitted. The grant aims to foster research and is awarded with the expectation of measurable outcomes.

The Director also clarified the duration of the FRSG and the grant distribution between projects with Dr K Meenakshy. The grant will be released in tranches based on a progress review conducted once every six months. The distribution of funds between different research projects will be based on the specific requirements outlined in each proposal.

After discussions, the Academic Council adopted the following resolutions and recommendations:

Resolution

2.04.1 The Academic Council reviewed and approved the proposed Academic Calendar for the Second Semester of B.Tech and M.Tech programs for the 2024 admission batch.

Recommendation

2.04.2 The Academic Council recommends introducing a new M.Tech program in Biomedical Engineering with a sanctioned intake of 6 under the Department of Biomedical Engineering. This proposal is submitted to the Governing Body for approval and further processing with the relevant regulatory authorities.

Recommendation

2.04.3 The Academic Council, considering the demand and infrastructural feasibility, recommends increasing the sanctioned intake of B.Tech in Electrical and Electronics Engineering from 30 to 60 seats. The recommendation is forwarded to the Governing Body for approval and submission to the regulatory bodies.

Recommendation

2.04.4 The Academic Council endorses the Faculty Research Seed Grant (FRSG)-3 initiative to promote faculty research and innovation. The Council recommends that the Governing Body approve the necessary financial and administrative support to implement this initiative effectively.

A vote of thanks was proposed by Dr. Leon Ittiachen, Director.

The meeting comes to an end at 12.00 P.M.

Date: 01/02/2025

Prepared by: Dr. Finto Raphael IQAC Coordinator & Member Secretary

Approved by: Dr. Nixon Kuruvila, Principal and Chairperson