

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

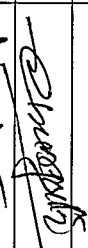


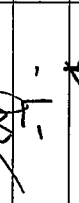
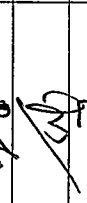
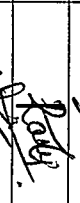

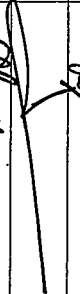



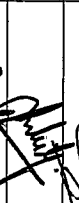

Minutes of the meeting






Name of the meeting: IQAC meeting

Date & Time of meeting: 15/03/2025, 11.00 AM

Members attended:

Period of Review: Jan-March 2025
Venue: Board Room

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/Director IQAC	
6	Dr. Ranimol.G	IQAC Joint Director	
7	Ms. Roshni R Menon	IQAC Joint Director	
8	Dr. Jis Paul	HOD, BME	
9	Dr. Dhanya Gangadharan	HOD, BT	
10	Dr. Drisya M	HOD, CE	
11	Dr. Manisankar S	HOD, CSE	
12	Dr. Ambily Francis	HOD, ECE	
13	Dr. Vijikala. V	HOD, EEE	

14	Dr. Sukhila Krishnan	HOD; ASH	
15	Ms. Vini Jose	Training and Placement officer	
16	Dr. Amita Joy	ISO Representative	
17	Ms. Daisy Paulson	Senior Administrative Officer	 Online
18	Ms. Maria Paul	Student Representative	 Online
19	Ms. Reena Sojan	Mother of Mr. Aldrin Sojan (S5CSE)	 Online
20	Ms. Arjana Rajendran	Program Manager, Bosch Global Software Technologies Pvt Ltd	—
21	Ms. Jismi Jobin	Founder and Chief Technology Officer of Jobin and Jismi	—
22	Mr. Maheswaran S	Vice President, Hykon India	Online
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)
Final SAR of EEE	24/1/25	IQAC, PC & HoD (EEE)	Completed	--	Closed
The P-file audit and review of supporting documents for the NBA SAR-B, Tech in EEE	1/2/25	IQAC, PC & HoD (EEE)	Completed	--	Closed

2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
Welcome address and opening remarks	<ul style="list-style-type: none"> IQAC Director Dr. Finto Raphael gave a brief introduction on purpose of the meeting and key discussion points. 	--	--
Presentation of IQAC Activities	<ul style="list-style-type: none"> IQAC Joint Director Ms Roshni R Menon presented an overview of activities undertaken and key achievements and initiatives implemented during 2024-2025. 	--	--
Feedback Analysis & Action Taken Report	<ul style="list-style-type: none"> IQAC Joint Director Dr Ranimol G presented the summary of feed back analysis and action taken report of the year 2023-24. The feed back included student satisfaction survey, parents feedback, employer survey and alumni feedback. Students highlighted areas for improvement in mentoring, 	--	--

	<p>growth opportunities, and extracurricular support. The institute plans targeted actions, while parents, employers, and alumni expressed overall satisfaction.</p> <ul style="list-style-type: none"> • Student representative and PTWA representative raised the concerns over lack of transportation facility for the students staying back for remedial classes. • The suggestion for including S4S during college timing was proposed by Student member as well as industry representative. • The committee decided to arrange transportation till Kodakara after college timing for students attending remedial classes. 		
Internal Audit Observations & Required Actions	<ul style="list-style-type: none"> • Presentation of major findings from internal quality audits, identification of critical areas requiring immediate action and strategy for addressing compliance and quality concerns was done by Dr Ranimol.G. <p>Required Actions include:</p> <ul style="list-style-type: none"> • Syllabus & Documentation: Improve course file documentation and ensure syllabus adherence. • Mini Projects: Standardize and enhance project evaluation documentation. • Teaching Methods: Promote and adopt innovative teaching approaches. • Add-on Courses: Structure and document curriculum-bridging activities effectively. • Publications: Encourage and support more research publications. • MoUs: Regularly update and properly document MoU status and outcomes. • Employer feedback: More employers should be included 	HoDs	Before beginning upcoming academic year

	<ul style="list-style-type: none"> for collecting feedback process and the employer feedback form should be made simple. IQAC coordinator directed Heads of the departments to promote innovative TLMs in the courses. As per the request from few HoDs, training on innovative Teaching Learning Methods will be considered. 		
Reporting the Status of Drafting of ISO Procedures	<ul style="list-style-type: none"> Update on progress of ISO procedures were done by ISO coordinator Dr Arnitha Joy. Expected time line for completion of ISO procedures were also discussed. The details presented are approved by the committee. 	ISO coordinator	Dec 2025
Revision of CO and PO Attainment Rubrics for the Autonomous Batch	<ul style="list-style-type: none"> Reconstructed the rubrics for CO-PO attainment calculation by eliminating irrelevant parameters. Separate calculation for internal and attainment. The new pattern will be followed from coming academic year onwards. 	All departments	----
Brief Introduction to the New SAR for NBA (Tier 1 & Tier 2)	<ul style="list-style-type: none"> Highlights of revised SAR for Tier 1 and 2 are presented by the IQAC coordinator and directed all HoDs to make action plan for the upcoming academic year based on new SAR. It is decided to give detailed session introducing the same to faculty members. 	IQAC	Before next academic year
Review of Internal Exam Question Paper (QP) Quality & End Semester Exam (ESE) QP Quality	<ul style="list-style-type: none"> IQAC coordinator presented the review of Internal exam question paper quality. The question paper quality followed for higher semesters was on pro rata fairness index which is based only on Bloom's Taxonomy Level. However, as per UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards 	--	--

	<p>. in Autonomous Colleges), Regulations 2023, mark distribution will be based on CO wise, bloom's taxonomy wise, and topic wise.</p>														
Departmental Quality Assurance Cell (DQAC) Feedback & Review of Institutional Quality Initiatives	<p>Major suggestions from the departments include:</p> <p>BM</p> <table><tr><th>Parameters</th><th>Suggestions</th></tr><tr><td>Proposed strategies to address identified gaps in quality assurance.</td><td><ul style="list-style-type: none">• Planning meeting in Institution level• Mechanism to ensure quality of - anything beyond curriculum</td></tr><tr><td>New initiatives for curriculum enhancement and skill-based learning.</td><td><ul style="list-style-type: none">• Hands on training / workshops• Incorporate skill learning as a part of the Projects; like Python projects</td></tr><tr><td>Strengthening industry-academia partnerships for research and employability.</td><td><ul style="list-style-type: none">• TBI part of students engagement• Motivation for students for ventures• Industry sponsored Labs</td></tr><tr><td>Encouraging interdisciplinary collaborations among departments</td><td><ul style="list-style-type: none">• Collaborative Projects• Collaborative fundings•</td></tr><tr><td>Adoption of best practices from other institutions for continuous improvement.</td><td><ul style="list-style-type: none">• Research incentives• Naming of entities with famous Techno/Science persons name• Trust building/ Decentralisation</td></tr></table>	Parameters	Suggestions	Proposed strategies to address identified gaps in quality assurance.	<ul style="list-style-type: none">• Planning meeting in Institution level• Mechanism to ensure quality of - anything beyond curriculum	New initiatives for curriculum enhancement and skill-based learning.	<ul style="list-style-type: none">• Hands on training / workshops• Incorporate skill learning as a part of the Projects; like Python projects	Strengthening industry-academia partnerships for research and employability.	<ul style="list-style-type: none">• TBI part of students engagement• Motivation for students for ventures• Industry sponsored Labs	Encouraging interdisciplinary collaborations among departments	<ul style="list-style-type: none">• Collaborative Projects• Collaborative fundings•	Adoption of best practices from other institutions for continuous improvement.	<ul style="list-style-type: none">• Research incentives• Naming of entities with famous Techno/Science persons name• Trust building/ Decentralisation		--
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	<p>Mechanisms for tracking and improving alumni engagement and contributions.</p> <p>Enhancing student feedback mechanisms for better quality monitoring.</p>	<ul style="list-style-type: none"> Respect/ appreciations for Alumni Involving them in system process improvement Open houses (to be carefully done) Student representation Quality Assurance committees 		
	<p>BT</p> <p>Proposals for strengthening industry academia collaborations include:</p> <ul style="list-style-type: none"> Sensors for antiviral drugs – KLE University, Belgaum, Karnataka MIP based sensors – Dr. Amitha Rani, Founder & CEO MACOF Innovations PVT LTD, Bangalore (Retd Prof. CFTRI & NAL) Microalgae culturing – Bharathidasan University <p>Proposed strategies to address gaps</p> <ul style="list-style-type: none"> Placement based trainings and workshops – Pharmaceutical QA & QC, Molecular Diagnostics (Aurigene, Dr.Reddys, Aragen, Biological E, Biocon) Faculty trainings (Computational Biology) and Industrial visit (Synthite) Apply for funding – Projects, FDPs and Conference Improve Industry collaborations – Research, Placement & Internship <p>CE</p> <ul style="list-style-type: none"> Automate data collection and analysis for better tracking of Course 			

	<p>Outcomes (COs) and Program Outcomes (POs).</p> <ul style="list-style-type: none"> • Conduct regular workshops on active learning techniques, student engagement strategies, and innovative teaching methodologies. • Train faculty on using digital tools like LMS, virtual labs, and AI-driven assessments. • Facilitate short-term industrial training and collaboration with industry experts to align teaching with real-world applications. • Organize workshops on research methodologies, proposal writing, publishing in high-impact journals, and patent filing. • New Initiatives for Curriculum Enhancement and Skill-based Learning <ul style="list-style-type: none"> • Conduct certification programs on BIM, GIS, STAAD Pro, PTV VISSIM, and Primavera. • Organize construction site visits, material testing workshops, and hands-on surveying training. • Incorporate live projects, case studies, and real-world problem-solving in coursework. • Encourage interdisciplinary projects involving IoT and AI. 		
	<p>CSE</p> <p>Proposed strategies to address identified gaps in quality assurance</p> <ul style="list-style-type: none"> • Setting up a Separate Training division for student skill development • Encouraging faculty for Industry immersion program • Faculty to be given a choice of Academic or research track. • Enhancing the research facility in departments • Planning to organize ATAL FDP and conferences 		

	<ul style="list-style-type: none"> • Industry specific training- Cyber Security/Block chain <p>New initiatives for curriculum enhancement and skill-based learning</p> <ul style="list-style-type: none"> • PG Diploma in Data Science and Intelligent Systems • Introduction of industry-driven elective courses in AI, Cybersecurity, and Data Science. • Integration of project-based learning with real-world case studies. • Collaboration with industry experts to co-develop skill-based certification programs. • Encouraging students to participate in hackathons, coding competitions, and innovation challenges. <p>EC</p> <p>Proposed Strategies to Address Identified Gaps in Quality Assurance:</p> <ul style="list-style-type: none"> • Industry collaborated Courses • GATE coaching • Conduct personal and professional development trainings <p>New Initiatives for Curriculum Enhancement and Skill-based learning:</p> <ul style="list-style-type: none"> • Industry collaborated course with CDAC. • MoU with NIELIT, Digital University. • Skill enhancement course in collaboration with google developers is on pipeline. <p>EEE</p> <p>Suggestions for Enhancement & Implementation of New Initiatives</p> <ul style="list-style-type: none"> • PLC SCADA and Automation course can be provided in collaboration with industry. • Proper training should be given to faculty on ETLab • Final API score can be communicated to faculty through proper channel. 	
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	<p>ASH</p> <p>Suggestions for Enhancement & Implementation of New Initiatives:</p> <ul style="list-style-type: none"> • C programming session for all batches • For S2 BM and S2EC students ISTE student chapter had arranged the EDA Tools workshop for next week. • LaTeX workshop will be arranged for the first year students. 		
<p>Discussion on appointment of External Auditors</p>	<p>Asper the UGC regulations 2023 for Autonomous Colleges,</p> <ul style="list-style-type: none"> • The IQAC shall have and External Peer Team comprising of two or more members who shall be academicians of repute or not below the rank of Professor. • The report regarding the performance of Autonomous College shall also be put on the public domain on the website of the College. The external peer review shall be conducted at least once in a year. • Asper the regulation, IQAC recommends two external members and were approved by the Committee as External auditors. The auditor details are: <p>Prof. Dr. Sam Thomas</p> <p>IQAC Director</p> <p>Professor, School of Management Studies</p> <p>Cochin University of Science and Technology</p> <p>DrAnnu V Thomas</p> <p>Professor and Head of the Department of Civil Engineering</p> <p>TKM College of Engineering, Kollam.</p>		

	Former CoE TKMCE (Autonomous)		
Faculty training programs on Curriculum Design, QP setting, NBA and NAAC revised guidelines.	<ul style="list-style-type: none"> It is decided to conduct Faculty training programs preferably during vacation period. 		--
Other Matters of Interest	<ul style="list-style-type: none"> IQAC Constitution- Industry representative As industry representative, instead of Mr Girish P, Senior Manager, Hykon India, MrMaheshwaran, Vice President Hykon India has been added in the IQAC constitution 		

Date :16/3/25
C.C.TO:

Prepared by:

Approved by: