

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

Minutes of the meeting



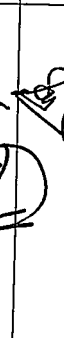









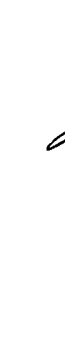
Name of the meeting: IQAC meeting







Date & Time of meeting: 30/12/2024, 3.00 PM

Members attended:

Period of Review: September-December 2024

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 Kuruwila	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. Amitha Joy	ISO Representative		
17	Ms. Daisy Paulson	Senior Administrative Officer		
18	Ms. Maria Paul	Student Representative		
19	Ms. Reena Sojan	Mother of Mr. Aldrin Sojan (S5CSE)		
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)
Preparation of NBA compliance report	20/11/24	IQAC, HoDs and PCs	completed	--	closed
NAAC AQAR 2023-24	30/11/2024	Criteria coordinators & IQAC	completed	--	closed

EEE NBA prequalifier	1/11/2024	.PC, HOD & IQAC	completed	--	closed
NBA compliance report preparation	20/11/2024	Program Coordinators & IQAC	completed	--	closed

2. Decisions taken during this meeting

Points of Review	Decisions taken		Responsibility	Target date
1. Programme coordinators for the academic year 2024-25	B Tech		--	--
	Branch	Programme Coordinator		
	Biomedical Engineering	Dr Reshma Jose		
	Biotechnology	Dr Uma Krishnakumar		
	Civil Engineering	Ms Ragi C Ravindran		
	Computer Science and Engineering	Ms Anly Antony Ms Anusree K Ms Minnuja Shelly		
	Electronics and Communication Engineering	Ms Chinchu Jose		
	Electrical and Electronics Engineering	Ms Drisya K Sasi		
	ASH	Ms JimiK.J		
	M Tech			
	Branch	Programme Coordinator		
	Biotechnology (Insustrial Biotechnology)	Dr Ranimol.G		

	<div> <div>Electronics and Communication Engineering (Embedded Systems)</div> <div>Computer Science and Engineering</div> </div>	Ms Binet Rose Devassy Dr Asha S		
2. Question bank and paper setting software	<p>As part of our new Autonomy Curriculum and Examination Procedure we need to purchase a Question paper setting software.</p> <p>Demonstration of the IPSR software was conducted at Boardroom on the 3/10/24, 11.00 AM.</p>			
3. S3 & S5 Project exhibition	<p>The exhibition of S3 and S5 projects was conducted on 16/10/2024. All faculty members and students were encouraged to visit the exhibition.</p>			
4. Initiation of final year internship process	<p>Instruction was given to all HoDs for initiating final year internship and for giving an orientation to the final year students reg. internship guidelines.</p>			
5. Prequalifier submission	<p>The submission of the pre-qualifier for NBA accreditation for the B.Tech Electrical and Electronics Engineering (EEE) program was conducted in the Boardroom at 11 AM on 1st November 2024.</p>			


6.Modifications in NBA compliance report	<p>The draft NBA compliance report required to incorporate suggestions provided by Dr. U.P. Kulkarni during the recent FDP. Consequently, the NBA compliance audit had been rescheduled as follows:</p> <ul style="list-style-type: none"> • 4th December 2024 (FN): 9:30 AM to 12:30 PM – Biomedical Engineering (BME) • 4th December 2024 (AN): 1:00 PM to 4:00 PM – Biotechnology (BT) • 5th December 2024 (FN): 9:30 AM to 12:30 PM – Civil Engineering (CE) • 5th December 2024 (AN): 1:00 PM to 4:00 PM – Computer Science Engineering (CSE). <p>The finalized NBA compliance report was shared with Dr. U.P. Kulkarni for review and comments.</p> <p>-NBA compliance report for the departments of Biomedical Engineering (BME), Biotechnology (BT), Computer Science Engineering (CSE), and Civil Engineering (CE) formally submitted to NBA on 19/12/2024 at 3:00 PM.</p>	IQAC, PCs and HoDs	--
7.Templates and guidelines for preparing question papers	<p>Templates for preparing the Question Papers were made ready. Chairpersons were directed to complete the first sheet of the attached Excel file with the necessary details and forward it to the model QP setters as required. Detailed guidelines for preparing the QP were made</p>	IQAC, CoE	--

	available CoE was instructed to ensure these instructions were followed closely to maintain consistency and quality in question paper preparation.		
8.KTU- ISO internal audit	KTU-ISO Combined internal audit for 2024-25 Odd semester of the academic departments was conducted from 25/11/2024 to 4/12/2024 based on the ISO 9001:2015 QMS and KTU guidelines. The general file's audit was scheduled during 20/11/2024 to 22/11/2024 . NBA compliance audit was conducted in the afternoon session in each department. Target date for closing audit observations was 07/12/2024.	IQAC	--
9.Final SAR of EEE	Based on the reviewers' feedback, the final SAR for Criteria 1 to 7 had to be prepared and make ready by 17th December 2024 . The P-file audit and review of supporting documents for the NBA SAR-B.Tech in EEE is scheduled to be conducted on 24th January 2025 as per the following schedule and evaluators: Time: 10.00 AM to 1:00 PM: Evaluators: <ul style="list-style-type: none"> • IQAC Coordinator • Dr. Ambili Francis, HOD ECE • Dr. Uma, BT 	IQAC, PC & HoD (EEE)	24/1/25
			1/2/25

	Mock visit is scheduled on 1/2/2025		
10.NAAC AQAR 2023-24	Successful upload of the Annual Quality Assurance Report (AQAR) for the academic year 2023-2024 on 31st December 2024. This accomplishment was made possible through the unwavering support of various stakeholders, including the Management, Heads of Departments (HODs), Criterion Coordinators of academic departments, HR, Office, Library, Physical Education, and the collective efforts of all faculty and staff members.	IQAC and NAAC criteria coordinators	--

Date : 31/12/24
C.C.TO:

Prepared by: Ramrind G. G.

Approved by: 

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