

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA

Minutes of the Meeting

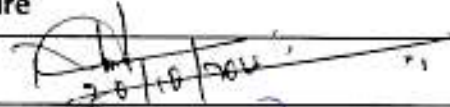
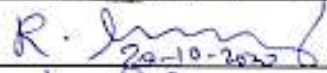
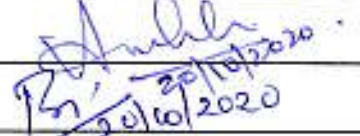

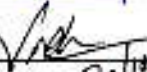
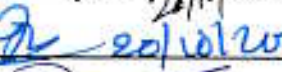


Name of the meeting: IQAC Meeting

Period of Review : NA

Date of meeting : 20-10-2020

Venue : Accenture Lab Bio Block

Members Attended:

Name	Designation	Signature
Dr. NIMON KURUVILA	PRINCIPAL	
Dr. R. SUNDER	IQAC Coordinator	
Dr. AMBILI MEGHDOOR	HOD - BT	
Dr. M. Rajeshwari	HOD - CSE	
Dr. G. R. Anand King	Joint coordinator	
Dr. V. Anu Rajan	HOD, EC	
Dr. Pinto Raphael	HOD, BME	
Sebin David	HOD EEE, Joint coordinator	

[illegible]

18. Review of action points of the previous meetings:

Details of action	Target Date	Responsibility	Progress	Revised target date if any	Status (Closed/cancelled/ ongoing/deferred)
ISO Audit	Last week of September	KR Joy	completed	-	Closed
Tentative dates for Peer team Visit	Immediate	IQAC	completed	-	Closed
AICTE Sponsored E-Conference	Second week of December	CSE	Ongoing	-	Closed
NBA Accreditation- Pre Qualifier submission	August	NBA Core Team	completed	-	Closed
NBA SAR Submission	September	NBA Core Team	completed	-	Closed
Administrative Committee	September	IQAC	completed	-	Closed
Webinar	Continuous	All Departments	Ongoing	-	Ongoing
HR Manual	September	HR	completed	-	Closed
Annual Performance Index(API)	October	HODs	completed	-	Closed

2.4. Decisions taken During this meeting:

Points of Review	Decisions taken	Responsibility	Target date
AICTE Sponsored STTP	Department of ECE has to conduct AICTE Sponsored STTP as per the instruction received from the AICTE	ECE	November - December
KTU Internal Audit	As per the instruction from the University we have to conduct the E-Audit	KTU Internal Audit committee	Immediate
DAC Meeting	All departments are requested to conduct Department Advisory Committee meeting	All HODs	Before November
NAAC Peer team visit	Due to COVID -19, NAAC requested to propose new tentative dates for peer team visit. The tentative dates for NAAC peer team Visit 1. 18-12-2020 to 19-12-2020 2. 07-01-2021 to 08-01-2021 3. 22-01-2021 to 23-01-2021 was approved.	IQAC	-
Preparation for NAAC	Audit the Criteria wise documents	IQAC	November 15
Webinar Series	Request the department of CSE to conduct webinar series	CSE	November second week
Administrative Committee Report	All the administrative committee coordinators are requested to complete the committee report for the completed academic year	administrative committee coordinators	November first week.

Date: 20-10-2020

Prepared by:

R. [Signature]
20-10-2020

Approved by:

[Signature]
20/10/2020

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA

Minutes of the Meeting

Name of the meeting: IQAC Meeting

Period of Review : NA

Date of meeting : 10-07-2020

Venue : Accenture Lab Bio Block

Members Attended:

Name	Designation	Signature
Dr. R. SUNDER	IQAC coordinator	R. Sunder 10-07-2020
Dr. Finto Raphael	HOD, BME	Finto Raphael 10/07/2020
Dr. AMBILI MECHHODR	HOD, BT	Ambili Mechhodor 10/07/2020
Dr. M Rajeswari	HOD, CSE	M. Rajeswari 10/07/2020
Dr. NIMON KURUVILA	PRINCIPAL	Nimon Kuruvila 10/07/2020
Sebin Davis	HOD EEE, Joint coordinator	Sebin Davis 10/07/2020
Dr. Vithu Rajan	HOD, ECE	Vithu Rajan 10/07/2020
Dr. A.R. Anandaling	Joint coordinator	A.R. Anandaling 10/07/2020

1. Review of action points of the previous meetings:

Details of action	Target Date	Responsibility	Progress	Revised target date if any	Status (Closed/cancelled/ ongoing/deferred)
Management Review Meeting (MRM)	20 february	Dr. KR Joy	completed	-	Closed
Data Verification and Validation (DVV)	Last week of february	IQAC	completed	-	Closed
National Conference	Last week of june	CSE	Completed on 22-06-2020	-	Closed
KTU third Internal Audit	01-03-2020 To 09-03-2020	IQAC/ Internal Audit Committee	Not Completed Due to Covid 19lockdown	Last week of september	Deferred
KTU Second External Audit	01-04-2020 to 11-04-2020	IQAC/ Internal Audit Committee	Not Completed Due to Covid 19lockdown	Last week of september	Deferred

2. Decisions taken During this meeting:

Points of Review	Decisions taken	Responsibility	Target date
ISO Audit	Prepare the ISO Audit visit for Current Academic Year	KR Joy	Last week of September
Composition of the IQAC	The proposed Composition of the IQAC was approved	IQAC	-
Tentative dates for Peer team Visit	Proposed the dates for peer team visit as 15/10/2020 - 16/10/2020, 30/10/2020 - 31/10/2020 and 13/11/2020 - 14/11/2020	IQAC	Immediate
AICTE Sponsored E-Conference	Department of CSE has to conduct AICTE Sponsored E-Conference	CSE	Second week of December

NBA Accreditation-Pre Qualifier	Submit the Pre Qualifier for three Departments(CSE,BME,BT)	NBA Core Team	August
NBA SAR Submission	Submit the SAR for three Departments(CSE,BME,BT)	NBA Core Team	September
Administrative Committee	Prepare the administrative committee for the current academic year	IQAC	September
Webinar	All the departments are requested to conduct the webinars in recent trends	All Departments	Continuous
HR Manual	Revise and update the HR manual	HR	September
Annual Performance Index(API)	HODs are requested to get the API for all Faculty members	HODs	October

Date: 10-07-2020

Prepared by:

R. [Signature]
10-07-2020

Approved by:

[Signature]
10/7/20