SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA

Minutes of the Meeting

Name of the meeting: IQAC Meeting

Period of Review   : NA

Date of meeting   : 27-10-2021

Venue : IQAC Room

Members Attended:

Name	Designation	Signature
Dr. R. Sunder	IQAC Coordinator	R. Sunder 27-10-21
Dr. Amble Melvin	HOD - BT	
Sebin Davis k	IQAC - IIt coordinator	
Liuya George	AMS Commitee Convenor	Hiruckers
Dr. Arun Thomas	IIc Coordinator	
Dr. Remys George	KTU - Int. audit team (c)	
Dr. Neha Narayan	HOD, ECE	
Dr. G. R. Anang king	Assoc. Prof / ECE	27/10/2021

1. Decisions taken During this meeting:

Points of Review	Decisions taken	Responsibility	Target date
Administrative committee	Publish the Administrative Committee	IQAC	Immediate
Composition of the IQAC	Requested to propose the Composition of the IQAC	IQAC	Last week of October
KSCSTE Funding Proposal	Encourage the Faculty members to submit the proposal for Fostering Research & Innovation Scheme under KSCSTE	Faculty	30-10-2021
Women's Grievance cell	Gender Equity Programmes (2 per semester) Women issues awareness program (2 per semester)	Women's Grievance cell	Continuous
AMS(Linways)	Feedback from stakeholders (Linways in ISO format)	AMS(Linways)	Continuous
SC/ST Committee	Copy of government norms for reservation categories Every year reservation admission details	SC/ST Committee	Continuous
IEDC/STBI/ IoT and robotics/ Hardware club/ AGAPPE	Improve the number of graduates and make them as a prominent (STBI) Product/Evidence must be visible in STBI. Conduct more activities with proper documentation.	IEDC	Continuous
Training and Placement	Career counselling activity- Documentation should contains invitation mail to resource person, brochure, sample photographs, Signed attendance, feedback	Training and Placement	Continuous

IIIC	Ensure and motivate Collaboration Activities: Faculty exchange/ student exchange program are recommended.(Minimum 10 faculty/10 students)	IIIC	Continuous
	Increase the number of MoU and activities in reputed Companies.		
	MoU with other International Institution		
NSS/Sports	Extension Activities in the name of Sahrdayam has to improve in the neighbourhood community.	NSS/Sports	Continuous
	Motivate the students to participate National/International/University level Sports /Cultural Competitions.		
	Apply for the government awards for the extension activity. (Minimum 5 /year)		

RDC		Continuous
RDC has to initiate to create an account for the institution in Google Scholar, Scopus database, Research Gate.		
Ensure all the department should have create an account for the department in Google		
Recommend the Faculty having Ph.D with 2 years experience to apply for research supervisor.		
Motivate the faculty to publish at least 1 journal in Scopus/SCI every year.		
Encourage faculty to undergo Faculty Development Program, Orientation Programme , Induction programmes, refresher Programmes, Short term Course(minimum 5days preferable)	RDC	
Conduct Intellectual property rights (IPR) based activity/ program in every semester.		
Motivate the department to conduct International Conference every year under the umbrella of RDC		
Motivate the department and faculty to apply the grant of AICTE/DST/APJKTU		
Plagiarism Software - Alumni contribution.		

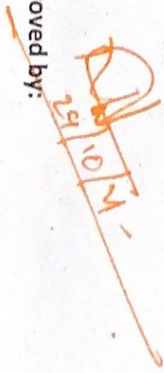|			HoD's	
DQAC & DAC :	Request all the department have to conduct DQAC and DAC meeting before commencement of classes :		30-10-2021	
KTU Internal Audit and ISO Internal Audit	Request KTU Internal Audit Team and ISO Audit Team conduct an audit for the even semester of the previous academic year.	Dr.K.R.Joy & Dr Remya George	14-11-2021	

Prepared by:

R. Sunder
R. Sunder
27-10-21
(IQAC Coordinator)

Approved by:

Date: 27-10-2021