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 Coordinalis	R. J. 27-10-21
Dr. Ande Mechoo!	HOD-151	Milli
Selin Davis /c	IBAC- It coodinglox	
Livya Coorcy	AMS Committee Converse	of timpleans -
Dr. Arun Thomas	Mrc Coordinator	R
Dr. Jamys George	KJU- Int. and from (c)	
Dr. Viely Region	HOD, ECS.	led.
Dr. G.R. anang Icing	Assoc. pot / ECE	10/2021
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1. Decisions taken During this meeting:

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Publish the Administrative Committee Publish the Administrative Committee Requested to propose the Composition of the IQAC Requested to propose the IQAC IQAC Requested to propose the IQAC Requested to propose the IQAC IQAC Requested to propose the IQAC Requested to propose for IQAC Requested to propose for IQAC Reculty Really Roal		Planning and		
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Publish the Administrative Committee IQAC Imr Requested to propose the Composition of the IQAC IQAC Oct	30-10-2021	Faculty	Encourage the Faculty members to submit the proposal for Fostering Research & Innovation Scheme under KSCSTE	KSCSTE Funding Proposal
W - Decisions taken - Responsibility Publish the Administrative Committee IQAC Imr	Last week of October	IQAC	Requested to propose the Composition of the IQAC	Composition of the IQAC
Decisions taken . Responsibility	Immediate	IQAC	Publish the Administrative Committee	Administrative committee
	Target date	Responsibility		Points of Review

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

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	RDC	
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.	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) Conduct Intellectual property rights (IPR) based activity/ program in every semester.	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.
	RDC	
	Continuous	

17-11-2021	Nemya George	academic year,	
14_11_2021		conduct an audit for the even semester of the previous	Internal Audit
	Dr K B lov & Dr	Request KTU Internal Audit Team and ISO Audit Team	KTU Internal Audit and ISO
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30-10-2021		meeting before commencement of classes	
	полу,	Request all the department have to conduct DQAC and DAC	DOAC & DAC

Date: 27-10-204

Prepared by:

R. Sunder

R. Sunder

R. 27-10-21

(IRAC Coordinator)

Approved by: