

Minutes of Meeting

Date, Time and Venue of meeting: 08/APRIL/2025, 3:00 pm; Board Room		
Meeting Called by: Dr Neelakantan P.C., Chairperson		
Agenda:		
<ul style="list-style-type: none"> ➤ Feedback on NBA Visit ➤ FDA on OBE and GAPC V 4.0 		
Opening:		
The meeting was called to order by Dr Neelakantan P.C. at 3.00 pm.		
Approval of Agenda:		
The agenda was unanimously approved as distributed.		
Status of Action Items from Previous Meeting:		
Sl. No.	Item	Status
1.		
2		
Discussions (attach additional sheets, if required):		
Agenda 1		
<ul style="list-style-type: none"> • Each departmental IQAC member shared observations and insights based on the NBA peer team's interactions, document verification, laboratory inspections, classroom observations, and discussions with faculty, students, alumni, and employers. The feedback focused on the following key aspects <ul style="list-style-type: none"> ➤ Strengths identified by the NBA team, such as good academic practices, faculty qualifications, infrastructure, and student support systems. ➤ Areas for improvement, including documentation gaps, outcome-based education (OBE) practices, industry interaction, core-placements, start-ups, lack of research activities and continuous improvement mechanisms. ➤ Department-wise challenges faced during the accreditation process and suggestions to address them systematically. ➤ Actionable recommendations to strengthen compliance with NBA criteria, enhance quality assurance processes, and ensure sustained improvement. 		
Based on the collective feedback, the IQAC discussed the need for:		
<ul style="list-style-type: none"> • Preparing a department-wise action plan with clear timelines and responsibilities 		

- Strengthening **OBE documentation and attainment analysis**
- Improving **stakeholder feedback mechanisms**
- Enhancing **industry collaboration, internships, and research outcomes**

Agenda 2

- It was decided to conduct a five-day Faculty Development Programme on Outcome-Based Education based on Graduate Attributes and Professional Competencies (GAPC) Version 4.0 (SAR 2024/SAR 2025) during the month of June. Mr. Tony Mathew and Ms. Priya C. V. were nominated as the coordinators for the programme. The FDP sessions were finalized, and the external keynote speakers were identified.

•

➤ Additions to Agenda (if any):

Post Meeting Action Items (attach additional sheets, if required):

Sl No.	Item	Marked To
1	Preparation for FDP: Brochure, Invitation etc	FDP coordinators

Present:

Sl. No.	Name of Member	Signature
1	Dr Neelakantan P.C., Principal	
2	Dr. Shajimon K John, Dean Academics	
3	Ms Remadevi M, IQAC member, CE	
4	Dr. Manoj Kumar K, IQAC Coordinator	
5	Mr Tony Mathew, IQAC member, EEE	
6	Dr. Sujitra Sankar, IQAC member, MCA	
7	Mr. Prislely Varghese, IQAC member, ME	
8	Dr. Priya C V, IQAC member AI	
9	Ms Sneha S, IQAC member, CSE	
10	Ms Jisha Jacob, IQAC member, ECE	
11	Dr. Kavitha S, IQAC member, BSH	

Prepared by: Manoj Kumar K

Approved by: Dr Neelakantan P.C.