

## Minutes of Meeting

<b>Date, Time and Venue of meeting:</b> 02/MAY/2025, 3:00 pm; Board Room		
<b>Meeting Called by:</b> Dr Neelakantan P.C., Chairperson		
<b>Agenda:</b> ➤ FDA on OBE and GAPC V 4.0- status		
<b>Opening:</b> The meeting was called to order by Dr Neelakantan P.C. at 3.00 pm.		
<b>Status of Action Items from Previous Meeting:</b>		
Sl. No.	Item	Status
1.	FDP brochure, invitation to keynote speakers, participants	Completed. Registration started
2		
<p><b>Discussions</b> (attach additional sheets, if required):</p> <p><b>Agenda 1</b></p> <p>The Programme Coordinator informed the committee that the brochure for the five-day Faculty Development Programme on Outcome-Based Education based on Graduate Attributes and Professional Competencies (GAPC) Version 4.0 has been completed. Invitations have been sent to the identified external keynote speakers, and the invitation to participants has also been circulated. The committee noted the updates.</p> <p><b>Agenda 2</b></p> <p>Formation of Committees for Conducting FDP on Outcome-Based Education (OBE) based on Graduate Attributes and Professional Competencies (GAPC):</p> <p>After detailed deliberation, it was resolved to constitute the following committees for the effective planning and execution of the FDP:</p> <p>1. Advisory Committee</p> <p>To provide overall guidance, strategic direction, and academic oversight for the programme. The Committee will be led by Dr. Neelakantan P C, Pricipal.</p> <p>2. Organizing Committee</p>		

To coordinate and supervise all arrangements related to the FDP. Lead by Dr. Manoj Kumar, Mr. Tony and Dr. Priya

### 3. Finance Committee

To prepare the budget, manage funds, process payments, and maintain financial records. Mr. Tony Mathew will be the in charge

### 5. Registration & Hospitality Committee

To handle participant registration, communication, kit preparation, accommodation, and hospitality arrangements. Mr. Prislely Varghese, Ms. Sneha S and Dr. Kavitha will be the in charges.

### 6. Publicity & Documentation Committee

To design brochure, circulate invitations, manage publicity, prepare press notes, and document the proceedings (photographs, report preparation, feedback analysis). Dr. Priya will be the in charge

### 7. Technical Support Committee

To arrange technical infrastructure, including audio-visual facilities, online streaming (if applicable), and technical assistance during sessions. Mr. Tony Mathew will lead the team.

### 8. Inaugural Function and FDP Sessions

Dr. Sujitra Sankar, Ms. Sneha S and Ms. Jisha Varghese will coordinate the activities.

It was further resolved that the Coordinator of the FDP shall convene meetings of the respective committees and monitor progress periodically. All committees are instructed to submit an action plan and timeline within one week.

➤ Additions to Agenda (if any):

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

Sl No.	Item	Marked To
1	No of registrations need to be monitored. Circulate maximum invitations. Review meeting on May 14th	All IQAC Members

### 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.**