

## Minutes of Meeting

<b>Date, Time and Venue of meeting:</b> 14/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: 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.	All arrangements pertaining with FDP	Completed.
2.		
<b>Discussions</b> (attach additional sheets, if required):		
<b>Agenda 1</b>		
Mr. Tony Mathew and Dr. Priya Varghese updated the present status regarding the registrations and other arrangements.		
<ul style="list-style-type: none"> <li>Academic &amp; Technical Arrangements: <ul style="list-style-type: none"> <li>The final programme schedule has been circulated to all participants.</li> </ul> </li> <li>Confirmation has been received from all resource persons:</li> <li>Session materials and presentations have been compiled.</li> <li>Certificates and attendance sheets are prepared.</li> <li>Registration Status <ul style="list-style-type: none"> <li>Total number of registered participants: 96</li> </ul> </li> <li>Confirmation emails have been sent.</li> <li>Finance Status <ul style="list-style-type: none"> <li>Budget utilization details were presented.</li> </ul> </li> <li>Honorarium and TA/DA arrangements for resource persons are finalized.</li> <li>All procurement processes have been completed as per norms.</li> <li>Hospitality &amp; Logistics</li> </ul>		

Accommodation arrangements (if applicable) are confirmed.

- Catering arrangements finalized.
- Venue readiness verified (seating, banners, backdrop, signage).
- Audio-visual systems tested.
- Internet connectivity verified.
- Backup systems arranged.
- Feedback forms (Google Form/printed) prepared.

**Decisions & Directions:**

All committees were instructed to complete any minor pending tasks by 15<sup>th</sup> May.

A final venue inspection will be conducted one day prior to the event.

The Coordinator will circulate the detailed duty allocation chart to all faculty volunteers.

Help desk to be set up one hour before inauguration.

The Chair appreciated the efforts of all committee members and expressed confidence in the successful conduct of the FDP.

➤ Additions to Agenda (if any):

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

<b>Sl No.</b>	<b>Item</b>	<b>Marked To</b>
	All committees were instructed to complete any minor pending tasks by 15 <sup>th</sup> May. A final venue inspection will be conducted one day prior to the event. The Coordinator will circulate the detailed duty allocation chart to all faculty volunteers. Help desk to be set up one hour before inauguration.	All in-charges

**Present:**

<b>Sl. No.</b>	<b>Name of Member</b>	<b>Signature</b>
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.**