

**Minutes of Meeting**

<b>Date, Time and Venue of meeting:</b> 20/JUNE/2025, 2:30 pm; Board Room		
<b>Meeting Called by:</b> Dr Neelakantan P.C., Chairperson		
<b>Agenda:</b> <ul style="list-style-type: none"> <li>➤ Feedback of FDP</li> <li>➤ Preparation for the Upcoming Semester and course plan presentation</li> <li>➤ NBA result: Review about Major concerns and suggestions</li> </ul>		
<b>Opening:</b> The meeting was called to order by Dr Neelakantan P.C. at 2.30 pm.		
<b>Status of Action Items from Previous Meeting:</b>		
<b>Sl. No.</b>	<b>Item</b>	<b>Status</b>
1.		
2		
<b>Discussions</b> (attach additional sheets, if required):		
<b>Agenda 1</b>		
<p>The Coordinator presented the consolidated feedback received from participants of the Faculty Development Programme. It was noted that the FDP successfully achieved its stated objectives and was well aligned with institutional goals and accreditation requirements. Participants appreciated the relevance of the topics, the expertise of the resource persons, and the interactive nature of the sessions.</p> <p>However, suggestions were made to include more discipline-specific case studies, extend the duration of certain sessions for deeper understanding, and provide follow-up workshops to support effective implementation.</p>		
<b>Agenda 2</b>		
<p>The committee deliberated on the preparatory measures for the forthcoming semester to ensure smooth academic functioning and quality enhancement. The IQAC department coordinators presented the status of course allocation, timetable preparation, and faculty workload distribution. Emphasis was placed on aligning course plans with Outcome-Based Education principles and ensuring proper mapping of Course Outcomes with Program Outcomes and Graduate Attributes. The committee also discussed updating lesson plans, laboratory schedules, internal assessment strategies, and mentoring plans in advance. It was resolved that all faculty members shall complete course files, including academic calendars and assessment rubrics, before the commencement of the semester and department level course plan presentation must be completed well in advance. The course plan need to be communicated to students.</p>		

### Agenda 3

Department coordinators presented the outcome of the NBA accreditation process and highlighted the major observations, concerns, and suggestions put forth by the peer review team. The committee carefully reviewed the areas requiring improvement, particularly in the domains of outcome attainment analysis, documentation practices, industry interaction, research output, and continuous quality improvement mechanisms.

➤ Additions to Agenda (if any):

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

Sl No.	Item	Marked To
	Course plan presentation	IQAC department 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. Prisle 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.