

## Minutes of Meeting

<b>Date, Time and Venue of meeting:</b> 13/AUGUST/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>➤ 1. Autonomous status</li> <li>➤ 2. Curriculum</li> <li>➤ 3. Role of IQAC</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.	Course plan presentation	Completed
2		
<b>Discussions</b> (attach additional sheets, if required):		
<b>Agenda 1</b>		
Principal appreciated the members regarding the efforts they put for securing autonomous status for the Institute.		
<b>Agenda 2</b>		
Due to time constraint, it was decided to follow KTU-2024 curriculum, with adequate modifications. Dean Dr. Shajimon K John, presented a draft curriculum including self-study components. For S1, curriculum as such is followed. Take care of the repetitions. For higher semesters, required modifications can be made.		
<b>Agenda 3</b>		
Principal reminded the IQAC members regarding the major role they need to play as the institution moves towards academic autonomy. IQAC need to ensure that curriculum development aligns with quality benchmarks, regulatory requirements, and institutional vision. While designing Outcome-Based Curriculum (OBC), ensure curriculum is aligned with Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs). Also maintain separate files for Board of Studies (BoS) minutes, Academic Council approvals, Curriculum revision history.		

<p style="text-align: center;"> <span style="border-top: 1px dashed black; border-bottom: 1px dashed black; display: inline-block; width: 100%;"></span> </p>		
<p>➤ Additions to Agenda (if any):</p>		
<p><b>Post Meeting Action Items (attach additional sheets, if required):</b></p>		
Sl No.	Item	Marked To
	Curriculum development for the 2025 batch	IQAC department coordinators along with curriculum committee

**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.**