

Minutes of Meeting

Date, Time and Venue of meeting: 29/SEPTEMBER/2025, 2:30 pm; Board Room		
Meeting Called by: Dr Neelakantan P.C., Chairperson		
Agenda: ➤ 1. Faculty upskilling programme during October and November		
Opening: The meeting was called to order by Dr Neelakantan P.C. at 2.30 pm.		
Status of Action Items from Previous Meeting:		
Sl. No.	Item	Status
1.	Curriculum and Syllabus for S1	Completed
2		
Discussions (attach additional sheets, if required):		
Agenda 1		
<p>In view of the observations and suggestions made by the National Board of Accreditation (NBA) Expert Team during the recent visit, and the ongoing preparation of the proposed autonomous curriculum, it has been decided to organize two Faculty Upskilling Programmes. The first programme on “Outcome-Based Assessment and Evaluation” will be conducted on 10th and 14th October 2025, focusing on how effectively the assessment and evaluation can be conducted. The sessions will be handled by Dr. Neelakantan P C, Principal. The second programme on “Graduate Attributes and Professional Competencies (GAPC) Version 4.0” will be conducted during 19th and 20th of November 2025, emphasizing curriculum alignment with Graduate Attributes, professional competencies, and outcome-based curriculum design. The sessions will be handled by Dr. Shajimon K John. All faculty need to attend the sessions without fail.</p>		
<p>.....</p> <p>➤ Additions to Agenda (if any):</p> <p>.....</p>		
Post Meeting Action Items (attach additional sheets, if required):		
Sl No.	Item	Marked To
	Preparation for Faculty upskilling programmes	IQAC 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.