

## Minutes of Meeting

<b>Date, Time and Venue of meeting:</b> 05/NOVEMBER/2025, 2:30 pm; Board Room		
<b>Meeting Called by:</b> Dr Neelakantan P.C., Chairperson		
<b>Agenda:</b>		
<ol style="list-style-type: none"> <li>1. Faculty empowerment workshop on OBE Curriculum Development and Assessment.</li> <li>2. E-audit starting from 12<sup>th</sup> Novemebr</li> <li>3. Subject allotment Course plan presentation for the upcoming semester.</li> <li>4. Curriculum and Syllabus for S2 courses</li> </ol>		
<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.	Faculty upskilling programme	One Completed
2		
<b>Discussions</b> (attach additional sheets, if required):		
<b>Agenda 1</b>		
It is proposed the conduct of a Faculty Empowerment Workshop on “Outcome-Based Education (OBE) Curriculum Development and Assessment” as part of the institution’s ongoing quality enhancement initiatives and in alignment with the guidelines of the National Board of Accreditation. The sessions will be handled by Dr Joshua Earnest. Proposed date is 11 <sup>th</sup> November.		
<b>Agenda 2</b>		
E-audit for the 2025-26 (ODD) academic semester will start from 12 <sup>th</sup> November. All documents till the internal mark generation will be evaluated. Inform all IQAC auditors.		
<b>Agenda 3</b>		
Subject allotment for the EVEN semester should be completed by 20 <sup>th</sup> November. Plan course plan presentation during the last week of November.		

**Agenda 4**

Thoroughly go through the curriculum and syllabus for S2 courses. Try to incorporate new evaluation patterns. Give maximum care for the core subject syllabus.

➤ Additions to Agenda (if any):

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

Sl No.	Item	Marked To
1	Faculty Empowerment Workshop	IQAC Coordinators
2	E-audit	IQAC auditors

**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	
12	Mr. Anoop S Babu, IQAC member, CY	

**Prepared by: Manoj Kumar K**

**Approved by: Dr Neelakantan P.C.**