Minutes of Meeting

Date, Time and Venue of meeting: 09/JANUARY/2026, 2:30 pm; Board Room	

Meeting Called by: Dr Neelakantan P.C., Chairperson

Agenda:

1. End semester audit for the 2024-25 (EVEN SEM)
2. UGC Peer Team Visit
3. CO assessment strategies for courses
4. S1 final exam QP: Quality check
5. Curriculum feedback
6. Credits for Internship- Discussion
7. Students portfolio

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.		

Discussions (attach additional sheets, if required):

Agenda 1

The Semester end audit for the academic year 2025-25 (ODD) will start from 16th January. All files need to be verified thoroughly. In view of the UGC peer team visit check the recent S1(autonomous batch) course file also.

Agenda 2

UGC peer team visit is planning for February. Final date will be intimated. Checklist for the audit need to be prepared and shared with the team for suggestions. More focus on Institute level facilities.

Agenda 3

The Course Outcome (CO) assessment strategies for various courses applicable to the 2024 admissions and 2025 admissions are finalized. All faculty members need to strictly adhere to the prescribed assessment pattern with effect from the 2025–26 academic year. The document will be circulated through mail.

Agenda 4

Selected S1 end semester QP's need to be send for Quality check to external experts. Suggest QP's from each department, preferably department specific courses.

Decided to send Engineering Mechanics, Mathematics for Physical Science, Programming with PYTHON, Advanced Software Engineering (MCA) and Advanced Data Structures.

Agenda 4

Try to get maximum feedback for the curriculum and the elective baskets and lists. Send it to industries, academia, alumni, DoB members etc. Suggestions need to be incorporated in the next revision.

Agenda 5

Presented the idea of allotting credits to quality internships based on duration. Discuss within the department and get feedback.

Agenda 6

Presented the contents prepared for student's portfolio, as per the suggestion from NBA. Discussions need to happen within the department regarding the contents.

➢ Additions to Agenda (if any):

Post Meeting Action Items (attach additional sheets, if required):		
Sl No.	**Item**	**Marked To**
1	End semester audit	IQAC auditors
2	Credits for Internship	IQAC members
3	Students portfolio	IQAC members

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. Prisley 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.