

Minutes of Meeting

Date, Time and Venue of meeting: 06/FEBRUARY/2026, 2:30 pm; Board Room		
Meeting Called by: Dr Neelakantan P.C., Chairperson		
Agenda:		
<ol style="list-style-type: none"> 1. End semester audit - review 2. UGC Peer Team Visit 		
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.	Internal audit	completed
Discussions (attach additional sheets, if required):		
Agenda 1		
Discussed about the key observations and remarks. All corrections need to be incorporated within one week and should be submitted to IQAC coordinator		
Agenda 2		
UGC peer team visit scheduled on 28 th February. More focus on Institute facilities. Each department need to maintain the following documents.		
Course plan (Theory and Lab), Minutes of Meeting: DAB, PAC, SC etc., Curriculum drafting minutes		
Detailed schedule and evaluation parameters will be intimated later.		
➤ Additions to Agenda (if any):		
Post Meeting Action Items (attach additional sheets, if required):		
Sl No.	Item	Marked To
1	Department specific documents	IQAC representatives

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.**