

Minutes of Meeting

Date, Time and Venue of meeting: 04/MARCH/2026, 2:30 pm; Board Room		
Meeting Called by: Dr Neelakantan P.C., Chairperson		
Agenda: 1. UGC peer team visit - feedback 2. NBA visit schedule for AI 3. S3 syllabus- status 4. Corrections in the syllabus format 5. Lab embedded courses- review 6. Fast track and Minor courses- status		
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 UGC Peer Team Visit – Feedback The peer team expressed satisfaction with the institute's infrastructure, academic facilities, governance practices, and quality assurance mechanisms. The team appreciated on the effort for the effective implementation of Outcome-Based Education (OBE) principles in curriculum design, teaching-learning processes, and assessment practices. The team recommended strengthening research and innovation activities by improving research output, enhancing student publications, establishing advanced research laboratories, increasing industry interaction, and improving core placements. It was noted that the next phase of the UGC assessment is expected to focus on the evaluation of individual academic departments. Departments were advised to initiate necessary preparations accordingly. Agenda 2 NBA Visit Schedule for Artificial Intelligence Programme The official dates for the NBA peer team visit have not yet been communicated.		

Based on the available information, the visit is expected to take place during July 2026.

Departments concerned were advised to continue documentation, outcome assessment, and evidence collection activities to ensure readiness for the visit.

Agenda 3: Status of S3 Syllabus Preparation

Reviewed the progress of syllabus preparation for all Semester III (S3) courses under the autonomous curriculum was reviewed.

Ensure timely completion of syllabus drafting in accordance with the approved curriculum framework.

Departments were instructed to complete internal reviews and submit the finalized syllabi within the prescribed timeline.

Agenda 4: Corrections in the Syllabus Format

Necessary corrections and modifications in the syllabus template, formatting, terminology, and sequence of contents were discussed.

Departments were instructed to incorporate the suggested corrections before submitting the final version of the syllabus.

Agenda 5: Review of Lab-Embedded Courses

Departments were requested to verify the effectiveness of the courses going to offer under Lab Embedded category.

The proposed courses shall be reviewed with respect to infrastructure availability, learning outcomes, and assessment methodology.

Departments shall submit their recommendations as early as possible.

Agenda 6: Fast Track and Minor Degree Courses – Status

The committee reviewed the preparation of the syllabus for the Constitution of India course, which is proposed to be offered as a Fast Track Course in Semester III.

The syllabus preparation for the Fast Track course shall be completed in accordance with the approved curriculum guidelines.

The status of courses proposed under the Minor Degree programme was also reviewed.

Departments offering Minor Degree programmes were requested to finalize the syllabi and submit them for approval within the stipulated schedule.

□ Additions to Agenda (if any):

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

Sl No.	Item	Marked To
1	S3 syllabus	Curriculum and 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	
12	Mr. Anoop S Babu, IQAC member, CY	

Prepared by: Manoj Kumar K**Approved by: Dr Neelakantan P.C.**