

Minutes of Meeting

Date, Time and Venue of meeting: 07/MAY/2026, 2:30 pm; Board Room		
Meeting called by: Dr Neelakantan P.C., Chairperson		
Agenda: 1. Syllabus updates 2. Agenda for the BoS meeting 3. New course plan format 4. Handling of PBL, Lab Embedded, Experiential learning courses. 5. Evaluation pattern of Experiential Learning courses (Changes) 6. Evaluation pattern of Lab Embedded courses (Changes) 7. Internal audit for 2025-26 odd sem.		
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.	Syllabus preparation status	In progress
Discussions (attach additional sheets, if required): Agenda 1: Syllabus Updates The committee reviewed the status of syllabus preparation for the upcoming semester. Departments were instructed to incorporate the suggested corrections and ensure uniformity in the syllabus format. All finalized syllabi shall be submitted within the stipulated timeline. Agenda 2: Agenda for the BoS Meeting The agenda items for the upcoming Board of Studies (BoS) meetings were discussed. Departments were advised to include curriculum revisions, new course proposals, and scheme-related changes. The BoS agenda shall be finalized after review by IQAC. Agenda 3: New Course Plan Format The revised course plan format was presented and discussed.		

The format includes provisions for outcome mapping under all learning domain, including complex problems in T/L process, CO-WK mapping, Course articulation matrix, evaluation strategies etc. Course plans for various course categories presented.

IQAC members need to discuss the format within the department for suggestions.

Agenda 4: Handling of PBL, Lab Embedded and Experiential Learning Courses

The implementation strategy for Project-Based Learning (PBL), Lab Embedded, and Experiential Learning courses was reviewed.

Departments were advised to ensure proper planning, documentation, and outcome-based assessment of these courses.

Best practices and implementation guidelines shall be shared with all faculty members.

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 5: Evaluation Pattern of Experiential Learning Courses (Changes)

The committee approved revisions to the evaluation pattern for Experiential Learning courses.

Greater emphasis shall be given to continuous assessment, project work, presentations, and reflective learning.

Final evaluation will be following 60:40 pattern, where 60 mark is for continuous evaluation.

The revised evaluation scheme will be implemented from the upcoming semester.

Agenda 6: Evaluation Pattern of Lab Embedded Courses (Changes)

Changes to the evaluation pattern for Lab Embedded courses were discussed and approved.

The revised scheme provides balanced weightage for theory, laboratory performance, continuous assessment, and practical outcomes.

It is decided to follow 60:40 format for Lab embedded courses. Out of 60, 35 mark is for Lab continuous evaluation and End semester, where continuous evaluation carries 20 marks. Eligibility for appearing theory end semester exam is based on the minimum marks obtained for Lab component. A minimum of 50% for aggregate marks and 40% for Lab end semester is needed.

Agenda 7: Internal Audit for 2025–26 Odd Semester

The schedule of the internal academic audit for the 2025–26 Odd Semester were reviewed.

Departments were instructed to keep all course files updated for verification.

Dates will be intimated soon

□ Additions to Agenda (if any):

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Post Meeting Action Items (attach additional sheets, if required):		
Sl No.	Item	Marked To
1		

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.