MITS Muthoot Institute of Technology and Science Kochi (Autonomous)

IQAC MITS

Minutes of Meeting

Date, Time and Venue of meeting: 12/JUNE/2026, 2:30 pm; Board Room

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

Agenda:

1. 2025-26 odd semester audit- Instruction to auditors
2. Training program for the newly joined faculty.
3. Attainment of S2 courses
4. Proposed NBA visit for AI
5. Common institute files to be prepared

Opening:

The meeting was called to order by Dr Neelakantan P.C. at 2.00 pm.

Status of Action Items from Previous Meeting:

Sl. No.	Item	Status
1.		

Discussions (attach additional sheets, if required):

Agenda 1: 2025–26 Odd Semester Audit – Instructions to Auditors

The audit schedule and guidelines for the 2025–26 Odd Semester were reviewed.

Auditors were instructed to verify course files, attainment records, assessment documents, and compliance with OBE requirements.

Emphasis was placed on maintaining uniformity, objectivity, and timely submission of audit reports.

Agenda 2: Training Programme for Newly Joined Faculty

The committee proposed an orientation and training programme for newly recruited faculty members.

The programme will cover OBE philosophy, curriculum implementation, assessment practices, and institutional quality processes.

IQAC will coordinate the programme with support from senior faculty members.

Agenda 3: Attainment of S2 Courses

Discussed about the attainment calculation for S2 batches including university results . Will be incorporated in ETlabs soon

Agenda 4: Proposed NBA Visit for Artificial Intelligence Programme

The committee reviewed the preparations for the proposed NBA accreditation visit for the Artificial Intelligence programme.

Although the official schedule has not been announced, the visit is expected during the last week of July.

The department was advised to continue updating SAR documents, presentations, attainment records, and supporting evidence to ensure readiness.

Agenda 5: Common Institute Files to be Prepared

The committee discussed the preparation of common institute-level files required for statutory and accreditation visits.

Departments and administrative sections were instructed to complete and update the common files within the stipulated timeline.

- Additions to Agenda (if any):

••

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. 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.