Minutes of Meeting

Date, Time and Venue of meeting: 10/JULY/2026, 2:30 pm; Board Room		
Meeting called by: Dr Neelakantan P.C., Chairperson		
Agenda: 1. Post audit observations 2. NBA visit schedule 3. Mentoring file, strategic development plans 4. Question paper quality evaluation (S2) 5. UGC peer team visit		
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.		

Agenda 1: Post Audit Observations

The committee reviewed the observations and recommendations from the internal academic audit.

Departments were instructed to address the non-conformities and submit the compliance report within the stipulated timeline.

IQAC will monitor the implementation of corrective actions to ensure continuous quality improvement.

Agenda 2: NBA Visit Schedule

The committee reviewed the status of preparations for the proposed NBA accreditation visit.

It was noted that the official visit is scheduled on 30^{th} July, 1^{st} August and 2^{nd} August.

Agenda 3: Mentoring File and Strategic Development Plans

The committee reviewed the formats and documentation requirements for mentoring files.

Departments were instructed to maintain mentoring records systematically with evidence of student progress and follow-up actions.

The preparation and periodic review of Department Strategic Development Plans were also discussed to align with the institutional vision and quality objectives.

Agenda 4: Question Paper Quality Evaluation (S2)

Question papers need to be send for external expert quality evaluation were selected and reviewers were identified.

Agenda 5: UGC Peer Team Visit

The second visit of UGC peer team need to be planned towards the end of August.

Departments were instructed to update documentation related to academics, research, extension activities, and best practices.

IQAC will coordinate the preparation of institute-level documents and monitor departmental readiness for the visit.

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.