

## Minutes of Meeting

<b>Date, Time and Venue of meeting:</b> 07/MARCH/2025, 2.30 pm; Board Room		
<b>Meeting Called by:</b> Dr Neelakantan P.C., Chairperson		
<b>Agenda:</b> <ul style="list-style-type: none"> <li>➤ Final review of NBA visit readiness – documentation, infrastructure, and faculty preparation.</li> <li>➤ Mock visit feedback and corrective actions</li> <li>➤ Infrastructure and lab readiness check.</li> <li>➤ Arrangements for NBA visit.</li> </ul>		
<b>Opening:</b> The meeting was called to order by Dr Neelakantan P.C. at 2.30 pm.		
<b>Approval of Agenda:</b> The agenda was unanimously approved as distributed.		
<b>Status of Action Items from Previous Meeting:</b>		
Sl. No.	Item	Status
1.	HoD mock presentation	First level completed
2	External audit	Scheduled for 10 <sup>th</sup> March
<b>Discussions</b> (attach additional sheets, if required): <ul style="list-style-type: none"> <li>• Each department presented a final status report on their preparedness for the NBA visit.</li> <li>• Minor gaps in documentation and data representation were identified and assigned for immediate correction.</li> <li>• A checklist for all required files, reports, and evidence was circulated for final verification.</li> <li>• A final mock interaction session was conducted to assess faculty readiness in explaining: <ul style="list-style-type: none"> <li>Course delivery and pedagogy.</li> <li>Attainment of COs and POs.</li> </ul> </li> <li>• Students were briefed on how to effectively communicate their learning experiences, internship exposure, and projects.</li> <li>• The mock NBA visit findings were discussed, and key areas for improvement were identified. Faculty and staff were instructed to update files and rehearse explanations for specific queries.</li> <li>• The committee reviewed the hospitality, seating arrangements, and schedule for the NBA team visit.</li> </ul>		

➤ Additions to Agenda (if any): .....		
<b>Post Meeting Action Items (attach additional sheets, if required):</b>		
<b>Sl No.</b>	<b>Item</b>	<b>Marked To</b>
<b>1</b>	HoD second level mock presentation	All HoDs

**Present:**

<b>Sl. No.</b>	<b>Name of Members Present</b>
1	Dr Neelakantan P.C., Principal
2	Dr. Shajimon K John, Dean Academics
3	Ms Remadevi M, NBA Coordinator, IQAC member, CE
4	Dr. Manoj Kumar K, IQAC Coordinator
5	Mr Tony Mathew, IQAC member, EEE
6	Ms Jiss Kuruvilla, IQAC member, MCA
7	Mr. Prisley Varghese, IQAC member, ME
8	Ms Priya C V, IQAC member AI
9	Ms Asha Raj, IQAC member, CSE
10	Ms Prathibha S, IQAC member, ECE

**Prepared by: Manoj Kumar K**

**Approved by: Dr Neelakantan P.C.**