

Minutes of Meeting

Date, Time and Venue of meeting: 07/FEB/2025, 3:00 pm; Board Room		
Meeting Called by: Dr Neelakantan P.C., Chairperson		
Agenda: <ul style="list-style-type: none"> ➤ Assessment of NBA visit readiness and pending tasks. ➤ Status of infrastructure, lab, and library upgrades ➤ Finalizing mock NBA visits to departments and documentation rehearsals. ➤ External audit for the academic year 2023-24 		
Opening: The meeting was called to order by Dr Neelakantan P.C. at 3.00 pm.		
Approval of Agenda: The agenda was unanimously approved as distributed.		
Status of Action Items from Previous Meeting: NIL		
Sl. No.	Item	Status
1.	Review of SAR submission and final corrections based on previous feedback.	Completed
Discussions (attach additional sheets, if required): <ul style="list-style-type: none"> ➤ Departments provided updates on pending work related to NBA criteria. ➤ Faculty members were briefed on expected NBA queries related to curriculum design, pedagogy, and student learning outcomes. ➤ The committee discussed conducting orientation programs for students to help them articulate their learning experiences effectively. ➤ It was decided that any pending equipment purchases should be expedited to ensure readiness before the NBA visit. ➤ A mock NBA visit was scheduled within the next two weeks to assess the level of completion of criteria files ➤ External audit need to be conducted for evaluating the completion of files for the academic year 2023-24 <div style="border-top: 1px dashed black; height: 10px; margin-top: 10px;"></div> <div style="border-top: 1px dashed black; height: 10px; margin-top: 10px;"></div>		
➤ Additions to Agenda (if any): <div style="border-top: 1px dashed black; height: 10px; margin-top: 10px;"></div>		

Post Meeting Action Items (attach additional sheets, if required):		
Sl No.	Item	Marked To
1	NBA mock visit to departments by NBA coordinator, IQAC coordinator and Dean	IQAC coordinator
2	HoD first level mock presentation	All HoDs

Present:

Sl. No.	Name of Members Present
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.