

## Minutes of Meeting

<b>Date, Time and Venue of meeting:</b> 20/DEC/2024, 3:00 pm; Board Room		
<b>Meeting Called by:</b> Dr Neelakantan P.C., Chairperson		
<b>Agenda:</b> <ul style="list-style-type: none"> <li>➤ Review of Self-Assessment Report (SAR) submitted by different departments.</li> <li>➤ Identification of gaps and areas requiring improvement.</li> <li>➤ Preparation for NBA visit and documentation finalization.</li> <li>➤ Action plan for addressing deficiencies and ensuring compliance</li> </ul>		
<b>Opening:</b> The meeting was called to order by Dr Neelakantan P.C. at 3.00 pm.		
<b>Approval of Agenda:</b> The agenda was unanimously approved as distributed.		
<b>Status of Action Items from Previous Meeting:</b> NIL		
Sl. No.	Item	Status
1.	SAR Initial verification completed	
2	Training of different learning domains	Completed
<b>Discussions</b> (attach additional sheets, if required): <ul style="list-style-type: none"> <li>➤ Review of SAR Submitted by Different Departments <ul style="list-style-type: none"> <li>• The IQAC team evaluated SAR reports from all departments and discussed compliance with NBA requirements.</li> <li>• Departments were advised to ensure consistency in data representation and avoid discrepancies in figures and supporting documents.</li> <li>• Missing or incomplete sections were highlighted, and guidelines were given for necessary revisions.</li> </ul> </li> <li>➤ Preparation for NBA Visit and Documentation Finalization <ul style="list-style-type: none"> <li>• The importance of proper documentation, department-wise presentations, and faculty readiness for NBA interactions was emphasized.</li> <li>• The team decided to conduct mock NBA visits to train faculty and staff on expected queries.</li> <li>• The necessity of maintaining department files, faculty profiles, student achievements, and industry interactions in an organized manner was stressed.</li> </ul> </li> <li>➤ Action plan for addressing deficiencies and ensuring compliance <ul style="list-style-type: none"> <li>• Revise SAR based on IQAC feedback</li> <li>• Conduct mock NBA visit &amp; prepare faculty for interactions</li> </ul> </li> </ul>		

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Additions to Agenda (if any):

Adjournment:

The meeting concluded with a resolution that all departments should address identified deficiencies and submit revised SAR documents within the stipulated deadline. A follow-up meeting was scheduled to review the progress before the NBA visit.

**Post Meeting Action Items (attach additional sheets, if required):**

<b>Sl No.</b>	<b>Item</b>	<b>Marked To</b>
<b>1</b>	SAR Submission	1 <sup>st</sup> January 2025
<b>2</b>	NBA mock audit	NBA coordinator, IQAC coordinator

**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.**