

Minutes of Meeting

| Date, Time and Venue of meeting: 13/SEPT/2024, 3:00 pm; Board Room | | |
|--|------------------------------|-----------|
| Meeting Called by: Dr Neelakantan P.C., Chairperson | | |
| Agenda: <ul style="list-style-type: none"> ➤ First year course plan- clarifications ➤ 2020-2024 batch PO attainment calculation: Discussion on general observations ➤ Plan for academic audit 2023-24 EVEN Semester ➤ NBA preparation status ➤ Review on the Innovation in T/L process | | |
| 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. | Training on learning domains | Finalized |
| Discussions (attach additional sheets, if required): Following points were discussed during the meeting <ul style="list-style-type: none"> ➤ Rectified all concerns regarding the course plan preparation for 2024 admissions. ➤ Discussed the major shortfalls in attainment. Discussed about various remedial measures ➤ Academic audit is planned towards the end of September ➤ Regarding NBA preparation, the following points were discussed <ul style="list-style-type: none"> • Possible date for SAR submission. Decided to submit the SAR by December • Departments were asked to cross-check documentation for accuracy and completeness. • IQAC department coordinators need to ensure all CO-PO mapping, assessment tools, and student outcomes evidence are well-documented. • The effectiveness of direct (exams, assignments, lab work) and indirect (surveys, alumni feedback) assessments was reviewed. • The need for calibrated equipment, software upgrades, and safety measures was discussed. • Faculty members responsible for specific criteria (CO-PO mapping, assessment methods, student achievements, research contributions) were assigned roles. | | |

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Additions to Agenda (if any):

Adjournment:

The Meeting was adjourned at 4.00 pm by Dr Neelakantan P.C.

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

| Sl No. | Item | Marked To |
|---------------|-------------------|-------------------|
| 1 | NBA status update | IQAC coordinators |

Present:

| Sl. No. | Name of Members Present |
|----------------|---|
| 1 | Dr Neelakantan P.C., Principal |
| 2 | Dr. Shajimon K John, Dean Academics |
| 3 | Ms Remadevi M, IQAC member, CE, NBA Coordinator |
| 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.