

## Minutes of Meeting

<b>Date, Time and Venue of meeting:</b> 8/NOV/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>➤ Course progress in first year: review on the new evaluation method</li> <li>➤ NBA files: Progress and possible date for SAR submission</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		
<b>Sl. No.</b>	<b>Item</b>	<b>Status</b>
1.	Training on learning domains	Finalized
<b>Discussions</b> (attach additional sheets, if required): Following points were discussed during the meeting <ul style="list-style-type: none"> <li>• Improvement areas were identified based on NBA pre-audit reports and past assessment data.</li> <li>• A timeline was set for addressing gaps in documentation and updating records before the NBA visit.</li> <li>• Suggestions were invited for the submission of SAR based on each departments status. It was decided to get SAR ready by the end of December.</li> <li>• Principal addressed and gave suggestions towards general concerns.</li> </ul>		
<hr style="border-top: 1px dotted black;"/> <b>Additions to Agenda (if any):</b>		
<b>Adjournment:</b> The meeting concluded with the committee agreeing on the action plan and setting follow-up meetings for review. The next meeting will assess the progress and address pending gaps before the NBA visit.		

<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>	NBA status update	IQAC Members
<b>2</b>	SAR Verification of all departments	Dean academics, 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, 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.**