

Minutes of Meeting

Date, Time and Venue of meeting: 30/MAY/2024, 2:00 pm; Board Room		
Meeting Called by: Dr Neelakantan P.C., Chairperson		
Agenda: 1. PAC meeting agenda- reframe 2. OBE training for selected faculty		
Opening: The meeting was called to order by Dr Neelakantan P.C. at 2.00 pm.		
Approval of Agenda: The agenda was unanimously approved as distributed.		
Status of Action Items from Previous Meeting: NIL		
Sl. No.	Item	Status
1.		
Discussions (attach additional sheets, if required): Following points were discussed during the meeting		
<ul style="list-style-type: none"> ➤ It was decided to reframe the agenda for PAC meetings. 'Fixing cut off criteria for different courses' should also be decided by the PAC committee. The decision should be based on the average of attainment values obtained during the last three academic years. All entry should be made available in the sheet shared by IQAC and should be filed. ➤ It was decided to conduct a professional development programme for selected faculty from each department on the topic "Outcome based Education and Implementation" during 18th, 19th and 20th of June 2024. Delegates from NITTR will handle the sessions. ➤ 7 faculties from different departments will attend a 2-week training sessions OBE philosophy and Implementation at NITTTR, Kalamassery. ➤ Corse plan presentation should be monitored by the IQAC team and HoD to ensure that staff are strictly following OBE philosophy. 		
<hr style="border-top: 1px dashed black;"/> Additions to Agenda (if any):		

Adjournment:

The Meeting was adjourned at 3.30 pm by Dr Neelakantan P.C.

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

Sl No.	Item	Marked To
1	Professional Development Program on OBE and Implementation	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
4	Dr. Manoj Kumar K, IQAC Coordinator
5	Mr Tony Mathew, IQAC member, EEE
6	Ms Jiss Kuruvilla, IQAC member, MCA
7	Mr. Prislely 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.