

Minutes of Meeting

Date, Time and Venue of meeting: 26/APRIL/2024, 2:00 pm; Board Room		
Meeting Called by: Dr Neelakantan P.C., Chairperson		
Agenda: 1. NBA Accreditation- Phase 2		
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"> ➤ If any department wants to modify the vision/mission statements, need to do it immediately. Avoid lengthy statements. (Complete the procedure in June itself). ➤ Think on the validation of PEO's. Prepare a questionnaire. Try to get feedback from alumni as well as employers. ➤ Utmost care should be given to criteria 2, as in the second visit maximum focus of the visiting team will be on OBE and its practices. Curriculum gap identification (2019 scheme) and gap bridging process need to be addressed and documented properly. (PAC can identify stream wise GAPs and can be allocated to individual subjects. All findings/decisions to be minuted) ➤ All faculty should be well aware about the OBE philosophy and practices we are following in MITS. ➤ How we are addressing the bright and weak (slow learners) students? Supporting documents needed. Include details of remedial classes in the course file (hard copy). ➤ Weightage for indirect attainment (For 2020-24batch) <div style="margin-left: 40px;"> Weightage for exit survey: 20% Activity points: 50% Technical events: 40%. </div> 		

- Give utmost care while preparing question paper and answer key. The feeling of practicing OBE should be visible in question paper. Faculty should be able to justify the BL selected.
- Placement details needed to be updated. Collect the copy of ID cards (office) of all placed students.
- Ensure functioning of all active bodies: DAB/PAC/Class-Course committee etc. Details of meetings-minutes-action taken etc.
- For calculating indirect attainment common COs has been prepared for activity points and general technical events. Please see the attachment.

General Comments/Suggestions:

- Course plan presentations: Need to be minuted. Use the same course plan template in all the departments.
- Take care of the documentation part: file no, labelling etc.
- Each faculty should be aware about the OBE philosophy, practices and outcome measurement.
- Give maximum care while calculating faculty retention.
- PAC meeting: Minimum 2 in a semester
- Class committee meeting: Suggestions and Actions taken.
- Faculty profile needed to be updated in ETlabs.
- College website: Profile updating
- Conduct criteria wise presentation within the department so that each faculty will be aware about the process completely.
- **Attainment Calculation of 2020-24 batch to be completed by the end of July.**
- Final year project: PSO mapping. Whether we can go for Individual project wise mapping?? Discussion needed.
- Part C question in QP. Give GATE, IES and PSU questions and mention the same thing in the QP.

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	Direct/indirect attainment of 2020-24 batch.	Dept. NBA coordinators and criteria 3 coordinators

Present:

Sl. No.	Name of Member
1	Dr Neelakantan P.C., Principal
2	Dr. Shajimon K John, Dean Academics
3	Ms Remadevi M, Professor, NBA Coordinator
4	Dr. Manoj Kumar K, IQAC Coordinator
5	Mr Tony Mathew, NBA coordinator, EEE
6	Ms Jiss Kuruvilla, NBA coordinator, MCA
7	Dr. Nikhil M Thoppil, NBA coordinator, ME
8	Ms Sheena K V, NBA coordinator, CSE
9	Ms Rinu Rose George, NBA coordinator, AIDS
10	Ms Nayana P K, NBA coordinator, ECE

Prepared by: Manoj Kumar K

Approved by: Dr. Neelakantan P.C.