

**Minutes of Meeting**

<b>Date, Time and Venue of meeting:</b> 02/FEB/2024, 3:00 pm; Board Room		
<b>Meeting Called by:</b> Dr Neelakantan P.C., Chairperson		
<b>Agenda:</b> 1. QP scrutiny form- revised <b>Agenda:</b> 2. Revised attainment calculation		
<b>Opening:</b> The meeting was called to order by Dr Neelakantan P.C. at 3:15 pm. <b>Approval of Agenda:</b> The agenda was unanimously approved as distributed. <b>Approval of Minutes:</b> The minutes of the previous meeting were unanimously approved as distributed.		
<b>Status of Action Items from Previous Meeting:</b>		
<b>Sl. No.</b>	<b>Item</b>	<b>Status</b>
1.	Revised attainment calculation- guidelines	completed
<b>Discussions (attach additional sheets, if required):</b> <b><u>Agenda 1</u></b> QP scrutiny form final draft approved. <b><u>Agenda 2</u></b> Suggestions on question wise attainment calculation and initial target fixing was approved. Details are provided in the additional sheet. <b><u>Agenda 3</u></b> Decisions on split up of assignment marks, weightage for IE in final attainment calculation- completed. <b><u>Agenda 4</u></b> Weightage for different parameters in indirect assessment were finalized. Based on this 50% weightage can be given for activity points, 30% for technical activities and remaining 20% for student exit survey.		
<b>Additions to Agenda (if any):</b>		
<b>Adjournment:</b>		

The Meeting was adjourned at 4:10 pm by Dr Neelakantan P.C.

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

<b>Sl No.</b>	<b>Item</b>	<b>Marked To</b>
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**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, Professor, Dept of CE
4	Mr Tony Mathew, Asst Prof., Dept of EE
5	Ms Prathibha Sudhakaran, Asst Prof., Dept of EC
6	Dr. Manoj Kumar K, IQAC Coordinator
7	Mr. Prisley Varghese, Asst Prof., Dept of ME
8	Ms Jincy P Mathai, Asst Prof., Dept of BSH
9	Ms Priya C V, Asst. Prof., Dept of AI-DS
10	Ms Jiss Kuruvilla, Asst Prof., Dept of MCA
11	Ms Asha Raj, Asst Prof, Dept of CSE

**Prepared by: Manoj Kumar K**

**Approved by: Dr Neelakantan P.C.**