

Minutes of Meeting

Date, Time and Venue of meeting: 02/JAN/2024, 3:00 pm; Board Room		
Meeting Called by: Dr Neelakantan P.C., Chairperson		
Agenda: 1. PAC meeting agenda- reframe 2. Setting of cut-off criteria		
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.		
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. The modified agenda is attached.➤ The CO attainment and Impact analysis sheet is finalized including the block diagram for calculation also. 10% weightage is given for indirect assessment based on students course exit survey to ensure involvement of students during OBE process.➤ Decided about the documents to be kept in the course file –hard copy. List is attached.➤ Setting of cut-off criteria- final form approved.		
<hr style="border-top: 1px dashed black;"/> 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		

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. 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.