

Ref No: CCE/B/2025-26/IQAC/MOM/01

MINUTES OF MEETING

Date: 02/07/2025	Time: 1.00 PM	Venue: CE Dept. Staff Room
Name of the meeting: IQAC Meeting		
Period of review: 20/06/2024 to 9/08/2024		
Department: IQAC		
Review of previous meeting minutes: Internal Audit was successfully conducted for 2024 to 2025 even Semester.		
Agenda of this meeting: 1. Institute Calendar 2. Course file index 3. Finalizing the date for internal audit. 4. Events to be planned		

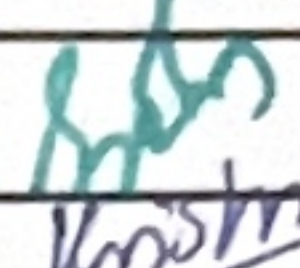
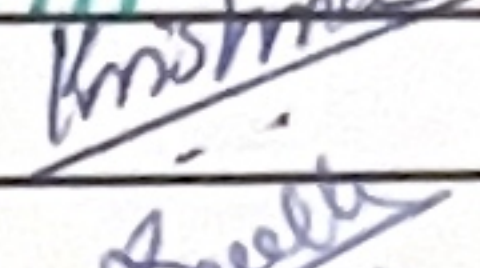
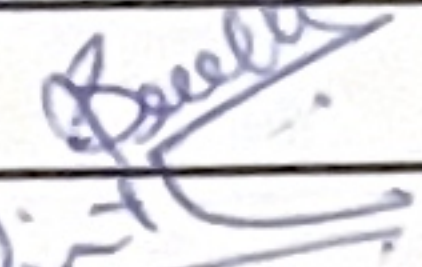
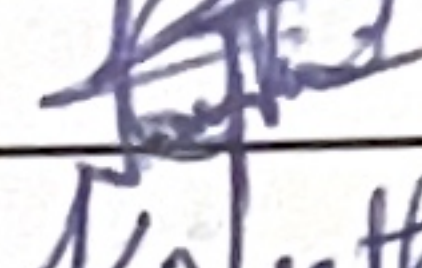
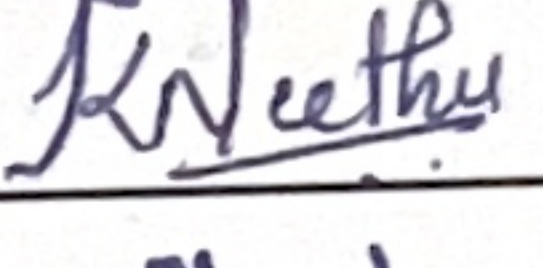
Discussions:

Sl. No.	Decisions Taken/Action Required	Responsibility	Target Date
1	Institute Calendar Preparation It was decided that the institute calendar must include all department events —academic, co-curricular, and extracurricular. Faculty coordinators are requested to submit the list of planned events at the earliest for inclusion.	Dr. Sreetha E S	1 Week
2	The updated course file index has been circulated to all faculty members. Faculty are requested to review the content and submit any suggestions or clarifications after department-level discussion.	IQAC	1 Week
3	Internal Audit for Odd Semester 2025–2026 The internal audit dates were finalized as: • First Audit: August 25, 2025	IQAC	25/08/2025

- **Second Audit:** November 24, 2025
Each audit will be conducted by two auditors:

4	An OBE (Outcome-Based Education) awareness session will be arranged for faculty members who joined after the NBA SAR submission by Dr. Elizabeth Elias, Director Research. The date for the session will be finalized and communicated shortly.	IQAC	1 Week
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Members Attended:

Name	Designation	Signature
Dr. Sajeev John	Chairman	
Dr. Krishnapriya M G	IQAC Coordinator	
Dr. Sreetha E S	Department Coordinator	
Ms. Vinita E V	Department Coordinator	
Mr. Tony C Thomas	Department Coordinator	
Ms. Neethu K	Department Coordinator	
Dr. Alish James	Department Coordinator	- Absent -

Prepared by: 


Approved by: