

Ref No: CCE/B/2025-26/IQAC/MOM/02

MINUTES OF MEETING

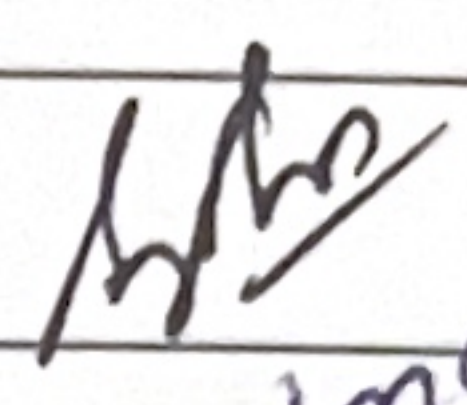
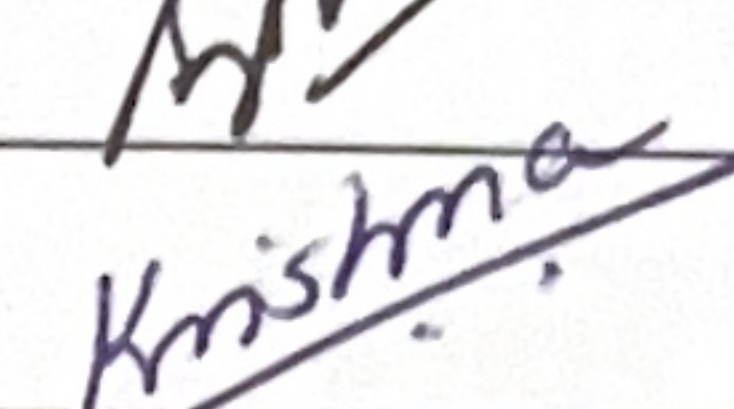
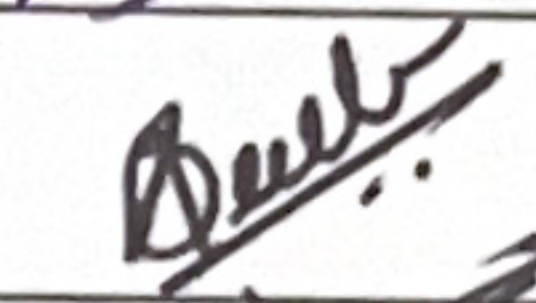
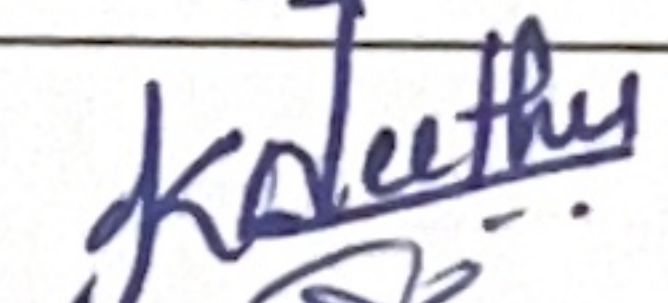
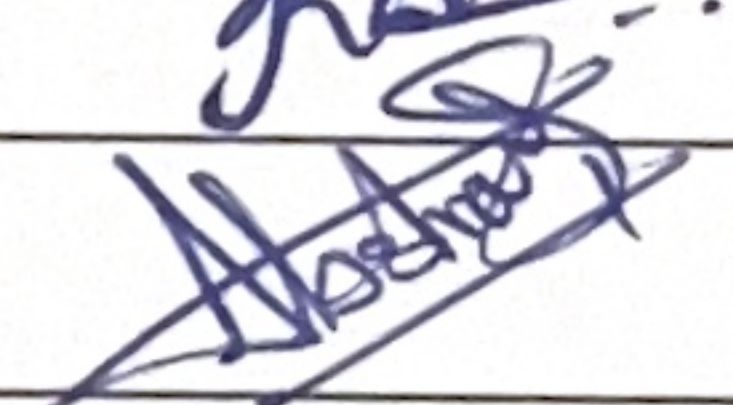
Date: 07/08/2025	Time: 1.00 PM	Venue:Board Room
Name of the meeting: IQAC Meeting		
Period of review: 02/07/2025 to 06/08/2025		
Department: IQAC		
Review of previous meeting minutes: Internal Audit was successfully conducted for 2024 to 2025 even Semester.		
Agenda of this meeting: 1. Syllabus coverage 2. Remedial Class Document 3. First Internal audit. 4. Assignment Format		

Discussions:

Sl. No.	Decisions Taken/Action Required	Responsibility	Target Date
1	Syllabus coverage: It was decided that syllabus coverage should be systematically reviewed across all departments. Department IQAC Coordinators, in coordination with the Heads of Departments (HoDs), shall collect feedback on syllabus coverage from students of each class, with particular focus on fast learners. A standardized format for collecting syllabus coverage details has been prepared by IQAC.	Department IQAC Coordinators	1 Week
2	Remedial Class Document: The format for remedial class documentation was reviewed in detail during the meeting. Necessary modifications and improvements were discussed and incorporated.	IQAC	1 Week

3	Internal Audit: It was decided to prepare a comprehensive plan for the first internal audit and finalize auditors from each department.	IQAC	20/08/2025
4	Assignment Format: It was decided to prepare a common assignment question format for implementation across all departments.	Ms. Vinitha E V	1 Week

Members Attended:

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

Prepared by:



Approved by:

