



Ref No: CCE/B/2025-26/IQAC/MOM/03

MINUTES OF MEETING

Date: 04/03/2026	Time: 1.00 PM	Venue:Board Room
Name of the meeting: IQAC Meeting		
Period of review: 07/8/2025 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. KIRF Ranking 2. Academic Forms 3. Syllabus Coverage		

Discussions:

Sl. No.	Decisions Taken/Action Required	Responsibility	Target Date
1	KIRF Ranking The KIRF ranking parameters were analyzed in detail during the meeting. A comparative study with top-ranking institutions was carried out to assess the current institutional standing. Key gaps and shortfalls were identified based on the analysis. It was decided to take necessary corrective measures to address the identified gaps and improve the institution's performance in the next KIRF ranking.	IQAC	7 months
2	Academic Forms: It was decided to modify the format of academic forms by revising the header and incorporating the updated institutional emblem.	IQAC	1 Month
3	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),	IQAC	20/08/2025

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.		
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Members Attended:

Name	Designation	Signature
Dr. Sijo M T	Chairman	
Dr. Krishnapriya M G	IQAC Coordinator	<i>Krishna</i>
Dr. Sreetha E S	CSE Department Coordinator	<i>Sreetha</i>
Ms. Vinitha E V	CE Department Coordinator	<i>Vinitha</i>
Mr. Tony C Thomas	ECE Department Coordinator	<i>Tony</i>
Ms. Neethu K	BSH Coordinator	<i>Neethu</i>
Dr. Alos James	ME Department Coordinator	<i>Alos</i>
Ms. Tinta Baby	MBA Department Coordinator	<i>Tinta</i>

Prepared by:

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Approved by:

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