

Ref No: CCE/B/2024-25/IQAC/MOM/02

MINUTES OF MEETING

Date: 08/01/2025	Time: 01.30 PM	Venue: Symposium room, Library
Name of the meeting: IQAC Meeting(odd semester end)		
Period of review: 09/08/2024 to 08/01/2025		
Department: IQAC		
Review of previous meeting minutes: Internal Audit was successfully conducted for 2024 to 2025 odd Semester.		
Agenda of this meeting: 1. Assigning the duties for IQAC Committee 2. Review of report after internal audit of odd semester. 3. Monitoring the Attendance of Students through ET lab		

Discussions:

Sl. No.	Decisions Taken/Action Required	Responsibility	Target Date
1	The internal audit for the Odd Semester 2024–2025 was conducted on 27th and 28th November 2024. For the first year the audit was completed on January 6th 2025. Additionally, a review was carried out to identify necessary updates based on the reports submitted by the auditors.	Ms. Vinitha Sharon, Ms. Anitta Antony	3 Week
2	From January 2025 onwards, all college-level, department-level, club, and committee events must be registered and managed through the ET Lab platform. The faculty event coordinator must complete the Event Registration Form (AF 89 (00)), available with Ms. Ally and in the IQAC folder. The form must be approved by the Executive Director, Principal, or respective HoD and submitted to Ms. Ally. If central facilities (e.g., seminar halls, labs) are	IQAC	Every month

	required, they must be clearly mentioned in the registration form. Department IQAC Coordinators will verify the uploaded documentation as follows: • EEE: Dr. Vishnu P M • ECE: Ms. Anitta Antony • CE: Ms. Vinitha Sharon • CSE: Ms. Athithya • ME: Mr. Reynold Jose • BSH: Ms. Juna Antony		
3	All the HOD where informed to publish the attendance monthly once	Dr. Needhu Varghese	Monthly

Members Attended:

Name	Designation	Signature
Dr. Sajeev John	Chairman	
Dr. Caren Babu	IQAC Coordinator	
Mr. Reynold Jose	Member	
Ms. Vinitha Sharon	Member	
Dr. Vishnu P M	NIRF Coordinator	
Dr. Needhu Varghese	Course file - ERP Coordinator	
Ms. Juna Antony	Member	
Ms. Athithya	Member	
Ms. Anitta Antony	Member	
Ms. Susan Varghese	Member	

Prepared by:

Dr Caren Babu

Approved by:

Dr. Needhu Varghese