



A CMI INSTITUTION

Ref No: CCE/B/2026-27/IQAC/MOM/01

MINUTES OF MEETING

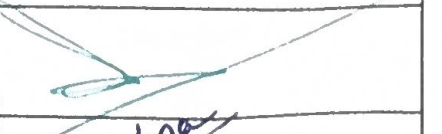
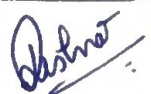
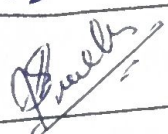
Date: 18/09/2026	Time: 11:00 a.m.	Venue: IQAC Room
Name of the meeting: IQAC Meeting		
Period of review: Nil		
Department: IQAC		
Review of previous meeting minutes: NA		
Agenda of this meeting: 1. External Audit Summary 2. NBA mock visit 3. UGC peer team visit 4. Internal Course file Audit 5. Faculty Training for AY 2026-27 6. IQAC forms		

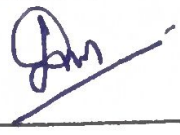
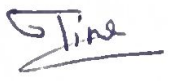
Discussions:

Sl. No.	Decisions Taken/Action Required	Responsibility	Target Date
1	Chairman and IQAC coordinator expressed sincere gratitude to all IQAC members for their dedicated efforts and excellent overall performance during external audit.	IQAC	
2	NBA mock visit is scheduled on 2nd and 3rd October 2026. • All committees (AY 2026-27) must conduct at least one meeting and update the committee file accordingly. Also ensure all committee files for the three assessment years are completed before the mock visit.	IQAC and Committee Heads	1 Week

3	UGC peer team visit scheduled for 24th September 2026. • Prepare institutional development report with respect to last visit, address previous concerns raised, and remedial measures taken. • All UGC committees (AY 2026-27) must conduct at least one meeting and update the committee file accordingly. Updated Committee file should submit on or before 23rd September 2026 • Department level: Complete academic and current course files	UGC Committee Heads and Departments	23/09/2026
4	Internal Course file Audit for Odd Semester 2026-2027 The internal audit dates were finalized as: • First Audit: 17th and 18th September 2026 Course file Audit report to be send on 22/09/2026.	IQAC Members	22/09/2026
5	Schedule Faculty training programs for the academic year 2026-2027 organised by IQAC	IQAC	After NBA visit
6	Standardization of examination terminology for IQAC forms used in Autonomous batch • University exam: End semester examination • Internal Assessment: Continuous Assessment and Evaluation • Series test: Continuous Evaluation Test (CET)	IQAC	
7	Project, Seminar, Mini Project reports under 2019 and 2024 scheme must not state to Autonomous status and update all official logos across the reports to standard form without Autonomous.	IQAC Department Coordinators	

Members Attended:

Name	Designation	Signature
Dr. Soloman P A	Chairman	
Dr. Krishnapriya M G	IQAC Coordinator	
Ms. Reshma K V	Secretary	
Dr. Sreetha E S	Department Coordinator	

Dr. Alos James	Department Coordinator	
Dr. Vishnu P M	Department Coordinator	
Dr. Diana Mathew	Department Coordinator	
Ms. Vinitha E V	Department Coordinator	
Mr. Tony C Thomas	Department Coordinator	
Ms. Tinta Baby	Department Coordinator	
Ms. Mariya Seby	Member	
Ms. Jincy Denny	Member	
Ms. Chaithannia T S	Member	

Prepared by:

Reshma K V



Approved by:

