16/05/2026

Venue : Board room.
Date and time : 16/5/26

Agenda :
1. Review of Academic planning and Teaching-Learning process.
2. Review of Internal Academic Audit and documentation.
3. To plan Student support, placement, Alumini meet and committee activities.
4. Faculty development and institutional quality improvement.

Members present :
1. Dr. Jesuthanam C.P
2. Mr. T.K Basheer
3. Dr Abdul Gafoor. M
4. Mr. Nadheer. A
5. Ms. Shiji. K
6. Mr. Padmakumar. K
7. Mr. Anoop. A
8. Mr. Vijay Kesavan
9. Mr. Vipinkrishnan C.V
10. Mr. Nikhil. C.N
11. Ms. Haritha. S
12. Ms. Rishana M.M
13. Ms. Sajla A.K
14. Mr. Mohammed Rahees.
15. Ms. Resmi Madhavan.
16. Ms. Midhula C.K
17. Ms. Vyshnavi
18. Ms. Ninitha
19. Mr. Anaz Moideen. A
20. Ms. Subhisha. K

21. Ms. Sruthi C.P
22. Ms. Asna. M
23. Mr. Muhammed Danish. K.

Decisions / Discussions:

1. The meeting commenced with a welcome address by the IQAC Coordinator. The Principal welcomed all members and emphasized the importance of maintaining academic excellence, quality assurance, and continuous institutional improvement throughout the academic year.
2. The minutes of the previous IQAC meeting were reviewed and approved unanimously.
3. The Academic calender for the year 2025-27 was presented and discussed. The committee approved the calendar and instructed all departments to strictly adhere to the scheduled academic and co-curricular activities.
4. ~~The~~ It was decided to ensure ICT enabled classes through smart boards to enhance the teaching-learning process.
5. Heads of Departments presented their departmental academic plans, faculty workload distribution, laboratory schedules, project activities and student mentoring plans. The committee advised all departments to ensure timely completion of syllabus and continous monitoring of student performance.
6. The schedule for Internal Academic Audits was finalized. Departments were instructed to maintain updated course files, Lesson plans, Internal Assessment records, Laboratory records, and Outcome-Based Education (OBE) documentation.
7. The committee discussed the conduct of Student Induction programme on July, Bridge courses, career Guidance programmes, value added courses, and soft skill

training for first year students.

8. Faculty Development Programmes, workshops, Seminars and certification programmes were planned to enhance teaching competencies and research capabilities of faculty members.

9. The placement cell presented the annual placement strategy. Members recommended strenghthening industry collaborations, internship opportunities and industrial visits. The committee appreciated the placement coordinator for achieving excellent placement during the academic year 2026-27.

10. It was suggested to conduct an Alumini Meet during the ~~to~~ academic year.

11. It was decided to include a Tutorial hour in the regular time table for academic support.

12. All committees were instructed to conduct a minimum of two programmes per academic year and submit reports to IQAC.

13. The committee also discussed research publications, consultancy activities, innovation projects, extension programmes, environmental initiatives, NSS activities, and community outreach programmes to be conducted during the academic year.

14. The IQAC coordinator explained the schedule for collecting feedback from students regarding facility and faculty. The committee resolved to analyse the feedback periodically and implement corrective measures for continuous improvement.

15. The meeting concluded by the vote of thanks.

Action taken!