

Date: 5/1/23.

Time: 12:30pm.

1000 meeting conducted on in seminar hall at 12:30pm.

The following members are attended.

1. Dr. Preetha R. Nhin
2. Asst. Prof. Sharifa P.M.
3. Asst. Prof. Honey John
4. Asst. Prof. Remya Krishna
5. Asst. Prof. Mary Grace M.A
6. Asst. Prof. Mohd. Shibil
7. Asst. Prof. Raju Raj V
8. Asst. Prof. Meera Shibi
9. Asst. Prof. Maya Unnikrishnan
10. Asst. Prof. Neenu V
11. Asst. Prof. Muhammed Fayiz
12. Asst. Prof. Biswajay M
13. Asst. Prof. Nisha V
14. Asst. Prof. Aparna
15. Asst. Prof. Vinu Sebastian
16. Asst. Prof. Lakshmi R. Nair

### Minutes of the meeting.

1. Discussed about the internal calculation & submission for the current semester.
2. Discussed about the final Audit of the semester.
3. Discussed about the preparation for university exams coming & internal lab exams too.
4. Discussed about the OBE evaluation pattern implementation for the next semester completely.
5. Discussed about the necessity of various programs includes academic & non-academic matters of the students & faculties.

### Action taken.

1. Internal & Attendance Submission dates & criteria given.
2. Fixed the internal Audit should complete by the end of third week of January 2023.

3. Internal lab exams schedules & plannings given. ~~de~~ Arranged the last moments help to study for the university exams for nodal studies.
  4. Take necessary steps to start the OBE evaluation completely for the coming semester.
  5. Conducted at least two programs for each department per semester including Technical Programs.
  6. given instructions to all Dept members to monitor the next semester activities & current semester Audit procedures to be completed.
- Internal Audit completion date: 20 January 2022.
7. given instructions to all HODs to do the work load & assigning of stream coordinators for each Subjects for the next semester by 25<sup>th</sup> January

Attn