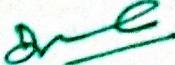




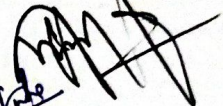


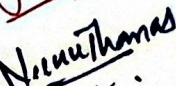
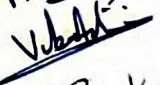
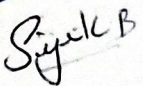

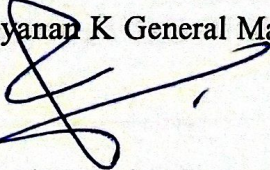


VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O, Thrissur
Minutes of the IQAC meeting

Date : 20.01.2023
Time : 3.00 – 4.00 p.m
Platform : Google meet

Attendees :-

1. Dr. Saji C.B Principal/IQAC Chair Person 
2. Dr. Susanth C Associate Professor/IQAC co-ordinator 
3. Dr. Anjaly Sasidharan, Assistant Professor CE Dept.
4. Ms. Shameem S, Asst. Professor, CSE Dept. 
5. Ms. Divya Unni, Asst. Professor, ECE Dept. 
6. Dr. Mary P Varghese, Asso. Professor & HoD, EEE Dept. 
7. Mr. Anilkumar K R, Asso. Professor ME Dept. 
8. Ms. Nisha Varghese, Asst. Professor, CE Dept. 
9. Dr. Jeeva K.A, Asso. Prof, ECE Dept. 
10. Ms. Neenu Thomas, Asst. Prof, EEE Dept. 
11. Dr. Vibin Antony P, Asst. Prof ME Dept. 
12. Ms. Siji K B, Asst. Professor MCA Dept. 
13. Sri. Suresh Lal, Finance Director VICT
14. Mr. Bobby Peter, Manager
15. Ms. Angel Joy, CSE 2021 Admission 
16. Mr. Febin Sunny 2005-2009 ECE Batch Asst Professor , Sreepathy Engg College Vavannoor
17. Er. Lakshminarayanan K General Manager, (Marketing Technical and machine unit), SIFL, Athani,
Thrissur. 
18. Dr. P. Pratapachandran Nair, Former Joint Director of Technical Education

Agenda :

1. Analysis of Second KTU external audit report
2. S4, S2 time table and workload calculation
3. Other related matters

The meeting was started at 3.00 p.m. Co-ordinator welcomed IQAC members and briefed the agenda for the meeting. Co-ordinator briefed the importance of the KTU external audit and the NBA expert committee visit. A detailed analysis of the first KTU external audit was done. Explained the external auditors' comments and about the corrective actions taken before the second KTU external audit.

Sl.No	Description and Decision	Responsibility	Target date and Action Taken
<i>Status of Decisions in Previous Meeting</i>			
1.	Discussed the first KTU external audit reports and about the remedial actions taken.	KTU dept. Co-ordinators / Faculty members.	10.08.2022. Discussed and verified the remedial actions taken.
2.	Maintain the updated file for the student interaction with group tutors regularly	Group tutors/Subject teachers	10.10.2022. Updated the student interaction reports
3.	Discussed about the tentative dates of the second external audit and the corrective actions taken.	KTU dept. Co-ordinators / Faculty members.	15.11.2022. All Department co-ordinators took the corrective action pointed out in the last auditing.
4.	Remedial action plan for the week students is discussed and approved	Subject teachers/HoDs.	Started the remedial classes.
5.	Discussed the NBA expert committee visit of the college during November	NBA co-ordinators/Criteria co-ordinators	15.11.2022. Prepared for the NBA expert committee visit.
<i>Points discussed during the current meeting</i>			
1.	Discussed the second KTU external audit reports and about the remedial actions taken.	KTU dept. Co-ordinators / Faculty members.	30.01.2023. Discussed and verified the remedial actions taken.
2.	S4 and S2 time table and workload calculation.	Time table committee	01.02.2023. Instructed the time table committee to prepare the time table and workload.
3.	Result analysis for the previous semesters	Group tutors / Subject Teachers	Take the result analysis immediately after the results are published.

The meeting was adjourned at 4.00 p.m.

Distribution list:

-All Attendees

-File



Dr. Saji C.B
Principal/IQAC Chair Person



Dr. Susanth C
IQAC Co-ordinator