VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O., Thrissur

MINUTES OF THE IQAC MEETING

Date: 27.01.2026

Academic Year: 2025–26

Time: 2:00 PM – 3:00 PM

Meeting No: VAST/IQAC/2025-26/3

Venue: Board Room

Members

Sl.No	Name	Designation / Role	Attendees (Yes/No)
1	Dr. Sunitha C	Principal / IQAC Chairperson	Yes
2	Mr. Suresh Lal	Executive Director, VICT	Yes
3	Adv. P N Unnirajan	Director – Administration, VICT	Yes
4	Er. Lakshminarayanan K	Industry Representative	Yes
5	Dr. Pratapachandran Nair	Member – ISTE, Professional Body Rep.	Yes
6	Dr. Shalij P R	Director – Academics	Yes
7	Dr. Jeeva K A	Professor & HOD – AIML, NAAC Coordinator	Yes
8	Dr. Sanaj M.S.	Professor – CSE, IQAC Coordinator	Yes
9	Dr. Latha Dinesh	Professor – EEE, IQAC Co-Coordinator	*No*
10	Dr. Mary P Varghese	Professor & Head – EEE, NBA Advisor	Yes
11	Dr. Joycy K Antony	Assoc. Professor – CSE, NBA Coordinator	Yes
12	Dr. Reji C Joy	Professor & HOD – MCA, CCE Coordinator	Yes
13	Dr. Nisha A B	Professor & HOD – AS & HUM, Admission Convenor	Yes
14	Dr. Rakesh Hari	Professor & HOD – ME, Autonomy Coordinator	Yes

15	Dr. Abhilasha P S	Professor & HOD – CE, ISO Coordinator	Yes
16	Dr. Sajay K R	Professor & HOD – CSE	Yes
17	Dr. Swapnakumar S	Professor & HOD – ECE	Yes
18	Mr. Paul Chakola	Placement Director	Yes
19	Ms. Nisha Varghese	Asst. Professor – CE, Chief Supt. of Exams	Yes
20	Ms. Remya K R	Asst. Professor – CSE, Department Rep.	Yes
21	Dr. Renjish Vijay	Assoc. Professor – ME, Department Rep.	Yes
22	Ms. O Varadha Vijay Menon	S7 AIML, Student Representative	Yes
23	Mr. Ajin Aravind	Alumni Representative	***No***
24	Mr. Shoby T R	Velur Grama Panchayath President, Local Body Rep.	Yes
25	Adv. Pulari Rajeev	PTA Vice President, PTA Representative	Yes

Agenda

1. Confirmation of the minutes and Action taken report on decisions from the previous meeting.
2. Review of Odd Semester 2025–26 result analysis.
3. Preparedness review for commencement of Even Semester 2025–26 classes.
4. NBA accreditation preparedness update.
5. NAAC accreditation cycle preparedness update.
6. Action taken report on decisions of the Governing Body (GB) meeting dated 15.1.2026.
7. Other related matters.

The meeting commenced at 2:00 PM. The Coordinator welcomed the IQAC members and briefed the agenda for the meeting.

Discussions and Decisions

Sl. No	Discussions and Decisions	Responsibility	Target Date
1	**Confirmation of the minutes of the previous IQAC meeting (Meeting No. VAST/IQAC/2025-26/2, dated 01.10.2025).**	IQAC	27.01.2026
2	**Branch-wise result analysis of Odd Semester 2025–26 examinations reviewed; departments directed to initiate corrective measures where required** The Odd Semester 2025–26 examination results were reviewed branch-wise to assess the overall academic performance of	KTU Dept. Coordinators / Faculty members	02.02.2026

	students.		
	Courses/subjects with comparatively low pass percentages and higher failure rates were identified for detailed review.		09.02.2026
	Students with poor academic performance, failures and backlogs were identified for focused academic support.		09.02.2026
	Departments were directed to analyse the possible reasons for low performance, including attendance, learning gaps, internal assessment performance, examination preparation and subject-specific difficulties.		09.02.2026
	Departments were directed to conduct remedial/additional classes, tutorial sessions and focused academic support for academically weak students.		09.03.2026
	Faculty mentors were instructed to closely monitor identified students and provide individual academic guidance and counselling wherever required.		31.03.2026
	Departments were advised to provide advanced learning activities, challenging assignments and additional academic opportunities for high-performing students.		31.03.2026
	Faculty members handling courses with low performance were instructed to review their teaching-learning strategies and adopt suitable pedagogical interventions.		31.03.2026
	The progress of academically weak students is to be monitored periodically by the concerned faculty members, mentors and Department HODs.		31.03.2026
	HODs were directed to review the effectiveness of the corrective measures and maintain appropriate supporting records/evidence.		31.03.2026
	The IQAC will monitor the department-wise implementation and effectiveness of the corrective measures and ensure that necessary follow-up actions are documented.		31.03.2026
3	**Progress review for commencement of Even Semester 2025–26 classes was carried out.**	KTU Dept. Coordinators / Faculty members	
	The overall progress of the departments for the Even Semester 2025–26 classes was reviewed.		02.02.2026
	The academic calendar and important academic activities for the Even Semester were reviewed and communicated to the concerned departments.		02.02.2026
	Subject allocation and faculty workload were reviewed by the respective Department HODs to ensure appropriate distribution of courses among faculty members.		02.02.2026
	Faculty members were instructed to update and maintain course files, including course plans, syllabus, COs, CO–PO/PSO mapping, lesson plans and other required academic documents.		02.02.2026
	Faculty members were directed to prepare lesson plans and teaching strategies in accordance with the course outcomes and semester requirements.		02.02.2026
	Faculty members were instructed to ensure readiness of teaching materials, learning resources, presentations, assignments and other course-related resources.		02.02.2026
	Mentor–mentee allocations and mechanisms for monitoring student academic progress were reviewed and updated wherever necessary.		02.02.2026
	Departments were advised to identify academically weak		02.02.2026

	students and plan remedial/support measures from the beginning of the semester. HODs and departmental coordinators were instructed to ensure timely completion of all pending academic preparations and documentation. The IQAC will monitor the preparedness and compliance of departments and ensure that necessary corrective measures are taken before and during the commencement of the semester.		02.02.2026 09.02.2026
4	**Status update on NBA accreditation preparedness, ahead of the evaluation visit** The status of NBA accreditation preparedness of the concerned departments was reviewed in detail in view of the evaluation visit. The department-wise documentation and evidence under all applicable NBA criteria were reviewed, and pending items were identified for immediate completion. The Self-Assessment Report (SAR) and supporting evidence were reviewed for completeness, consistency and alignment with the prescribed NBA requirements. Academic, faculty, student and miscellaneous NBA files were reviewed, and deficiencies/gaps in documentation were communicated to the concerned departments. Course files were verified for syllabus coverage, COs, CO–PO/PSO mapping, lesson plans, attainment calculations, result analysis, student feedback and other required evidence. The status of CO, PO and PSO attainment calculations and supporting evidence was reviewed, and necessary corrections were initiated wherever required. Course-wise and semester-wise result analysis, academic performance and corrective measures taken for academically weak students were reviewed. Records of PAC, DAB, Stream Committee, Class Committee, Course Committee and other relevant academic/departmental committees were reviewed for completeness and proper documentation. Faculty profiles, workload, qualifications, FDP/skill-development records, student achievements, internships, placements and other relevant supporting documents were checked. Evidence related to industry interaction, MoUs, internships, training, projects, professional activities and their outcomes was reviewed and updated wherever necessary. Corrective and improvement measures implemented based on academic performance, feedback, attainment analysis and stakeholder inputs were documented with appropriate supporting evidence. Relevant institutional and departmental information available on the website and other official records was reviewed for consistency with the submitted NBA documentation. Pending documents, inconsistencies and evidence gaps were identified, and responsibility was assigned to the concerned NBA Coordinator, HODs and faculty members for timely rectification. Internal verification/mock scrutiny of NBA documents and departmental preparedness was undertaken to identify and	NBA Coordinator / Dept. HODs	10.02.2026

	rectify deficiencies before the evaluation visit. Faculty members were briefed regarding the NBA evaluation process, department-level responsibilities, course-related documentation and the evidence to be presented during the visit. Laboratories, classrooms, departmental facilities, displays and other physical resources relevant to NBA evaluation were reviewed and necessary arrangements initiated. The NBA Coordinator and Department HODs were instructed to complete final verification, authentication and consolidation of all documents and evidence. The IQAC is monitoring the department-wise progress and ensuring that identified gaps and corrective actions are completed within the stipulated timeline		
5	**Status update on NAAC accreditation cycle preparedness and documentation requirements.**	NAAC Coordinator / Dept. HODs	12.02.2026
6	**IQAC noted the decisions of the Governing Body (GB) meeting held on 15.1.2026 and reviewed the action taken thereon, including: Annual Action Plans and KPIs (academics, research, placements, consultancy, innovation, extension); the revised Vision & Mission approved for AY 2026–27; administrative/financial support for NBA accreditation preparation; institutional autonomy readiness measures; the Research Promotion Policy (publications, patents, consultancy, Ph.D. enrolments); expansion of industry-ready academic programmes; and the approved institutional budget allocation. All departments were directed to review and update their own Vision & Mission statements in line with the revised institutional Vision & Mission.**	IQAC	23.02.2026

The meeting was adjourned at 3:00 PM.

Minutes of the meeting prepared by IQAC Coordinator

Principal	IQAC Coordinator
	