

# VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O, Thrissur  
Minutes of the IQAC/IAC meeting

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Date : 29.05.2022

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. Justine Jose HoD, CE Dept.
4. Dr. Ramani Bhai HoD, CSE Dept.
5. Dr. Swapna Kumar HoD, ECE Dept.
6. Dr. Mary P Varghese HoD, EEE Dept.
7. Dr. Ramachandran HoD, ME Dept.
8. Mr. Anil Kumar HoD, PE Dept.
9. Dr. Jiby K Jose HoD, AS Dept.
10. Dr. Jeeva K.A Associate Professor, ECE Dept.
11. Dr. Deepa Mohan Associate Professor, CE Dept.
12. Mrs. Nisha Varghese Asst.Professor, CE Dept.
13. Mrs. Sunitha C Associate Professor, CS Dept.
14. Mrs. Shameem S Asst.Professor, CS Dept.
15. Mrs. Divya K V Asst.Professor, CS Dept.
16. Mr. Amal Ganesh Asst.Professor, CS Dept.
17. Mrs. Divya Unni Asst.Professor, ECE Dept.
18. Mr. Ramesh C.R Asst.Professor, ECE Dept.
19. Mr. Rajesh G.R Asst.Professor, ECE Dept.
20. Mrs. Neenu Thomas Asst.Professor, EEE Dept.
21. Dr. Sooraj Prabha Associate Professor, ME Dept.
22. Mr. Vibin Antony Asst.Professor, ME Dept.
23. Mrs. Aparna S Balan Asst.Professor, MCA

24. Mrs. Siji K.B Asst.Professor, MCA
25. Dr. Sobha A.P Associate Professor, AS Dept.
26. Mrs. Sumitha P.K Asst.Professor, AS Dept.

Agenda :

1. KTU external audit
2. KTU/ISO/NBA internal audit
3. Other related matters

The meeting was started at 3.00 p.m. Principal and Co-ordinator welcomed IQAC/IAC members and HoDs and briefed the agenda for the meeting. Principal briefed the importance of the KTU internal and external audit. The co-ordinator presented the details of the forthcoming KTU external audit. The schedule and preparations for the first external KTU auditing (during 2022) was also discussed.

### **Discussions and Decisions**

<b>Sl.No</b>	<b>Discussions and Decisions</b>	<b>Responsibility</b>	<b>Target Date</b>
1.	The first KTU/ISO internal audit is scheduled to be conducted during 6-8, June 2022.	KTU dept. Co-ordinators / Faculty members.	08-06-2022
2.	Discussed about the audit schedule and the preparations for the audit.	KTU dept. Co-ordinators / Faculty members.	Information
3.	Discussed about the preparations of the Institutional, department and individual audit files.	Institutional co-ordinators, KTU dept. Co-ordinators/ Faculty members.	Information
4.	The preparations for the expected NBA team's visit for accreditations were reviewed. The preparations should continue to ensure receiving maximum weightage during the accreditation visit.	NBA Coordinators/HoDs/Principal	23-06-2022
5.	Industry exposure to students are to be continuously monitored. IVs / Internships to S4 and S6 students need to be streamlined further. Accordingly it is recommended to give one IV to the students during the current semester	HoDs/GTs	30-06-2022
6.	In view of the improved covid-19 scenario, the regular bell timing during classes could be brought back with common break time for all students	Principal/ HoDs	15-06-2022

The meeting was adjourned at 4.15 p.m.

**-sd-**

Dr. Saji C.B  
Principal/IQAC Chair Person

**-sd-**

Dr. Susanth C  
IQAC Co-ordinator