



VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O, Thrissur

Minutes of the IQAC Meeting

Date: 01.07.2024

AY 2024-25

Time: 2:00 PM – 3:00 PM

No: VAST/IQAC/2024-25/1

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	Er. Lakshminarayanan K	Industry Representative	Yes
4	Mr. Bobby Peter	Assistant Manager, VAST	No
5	Ms. Ponsy Paul	Assistant Professor – CE; Secretary – ISTE	Yes
6	Dr. Sreedevi A	Associate Professor (AS), IQAC Coordinator	Yes
7	Dr. Jeeva K A	Professor & HOD – AIML, NAAC Coordinator	Yes
8	Dr. Mary P Varghese	Professor & Head – EEE, NBA Coordinator	No
9	Dr. Sajay K R	Associate Professor (CSE) – ISO Coordinator	Yes
10	Dr. Anjali P Sasidharan	Assistant Professor – CE	Yes
11	Dr. Sooraj K Prabha	Associate Professor – ME	Yes
12	Mr. Sivadasan E T	Associate Professor – CSE	Yes
13	Ms. Honeymol P K	Assistant Professor – ECE	Yes
14	Ms. Akhila R	Assistant Professor – EEE	Yes
15	Ms. Siji K B	Assistant Professor – MCA	Yes
16	Dr. Nisha A B	Associate Professor – AS & HUM, Admission Convenor	Yes
17	Ms. Angel Joy	Student S7, CSE — Student Representative	Yes

Agenda

1. Confirmation of the minutes of the previous IQAC meeting.
2. Action taken report on decisions from the previous meeting.
3. Review of Even Semester 2023-24 result analysis.
4. Preparedness for commencement of Odd Semester 2024-25 classes and the student orientation programme.
5. NBA accreditation preparedness update.
6. NAAC accreditation cycle preparedness update.
7. Other related matters.

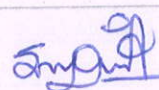
The meeting commenced at 2:00 PM. The Coordinator welcomed the IQAC members and briefed the agenda for the meeting.

Discussions and Decisions

SL.N o	Discussions and Decisions	Responsibility	Target Date
1	Confirmation of the minutes of the previous IQAC meeting (Meeting No. VAST/IQAC/2023-24/4, dated 01.04.2024).	IQAC	01.07.2024
2	Action taken report on decisions from the previous meeting was presented and noted.	IQAC	01.07.2024
3	Branch-wise result analysis of Even Semester 2023–24 examinations was reviewed. Pass percentages: Departments were directed to submit corrective action plans.	KTU Dept. Coordinators / Faculty members	15.07.2024
4	Preparedness review for commencement of Odd Semester 2024–25 classes and the student orientation programme was carried out.	KTU Dept. Coordinators / Faculty members	08.07.2024
5	Status update on NBA accreditation documentation and preparedness across departments.	NBA Coordinator / Dept. HODs	31.07.2024
6	Status update on NAAC accreditation cycle preparedness and documentation requirements.	NAAC Coordinator / Dept. HODs	31.07.2024
7	Academic Calendar for AY 2024-25 is verified & approved	IQAC	01.07.2024

The meeting was adjourned at 3:00 PM.

Minutes of the meeting prepared by IQAC Coordinator

Principal 	IQAC Coordinator 
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