

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

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

Date : 12.12.2020

Time : 5 – 6 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. Deepa Mohan Associate Professor, CE Dept.
4. Mrs. Nisha Varghese Asst.Professor, CE Dept.
5. Mrs. Sunitha C Associate Professor, CS Dept.
6. Mrs. Shameem S Asst.Professor, CS Dept.
7. Mrs. Divya K V Asst.Professor, CS Dept.
8. Mr. Amal Ganesh Asst.Professor, CS Dept.
9. Mrs. Divya Unni Asst.Professor, ECE Dept.
10. Mr. Ramesh C.R Asst.Professor, ECE Dept.
11. Mr. Rakesh V.S Asst.Professor, ECE Dept.
12. Mrs. Neenu Thomas Asst.Professor, EEE Dept.
13. Dr. Sooraj Prabha Associate Professor, ME Dept.
14. Mr. Vibin Antony Asst.Professor, ME Dept.
15. Mr. Rajesh N.P Associate Professor, ME Dept.
16. Mrs. Aparna S Balan Asst.Professor, MCA
17. Mrs. Siji K.B Asst.Professor, MCA
18. Ms. Divya Radhakrishnan Asst.Professor, AS Dept.
19. Dr. Sobha A.P Associate Professor, AS Dept.
20. Mrs. Sumitha P.K Asst.Professor, AS Dept.
21. Mrs. Nisha A.B Associate Professor, AS Dept.

Agenda :

1. KTU Internal audit
2. ISO external audit
3. Other related matters

The meeting was started at 5.00 p.m. Co-ordinator welcomed IAC members and briefed the agenda for the meeting. It is decided to continue the new format for auditing and was presented by the Co-ordinator. The schedule of the auditing was also discussed. Since the ISO surveillance audit is decided to conduct on 2nd January 2021, the meeting also discussed the same.

Discussions and Decisions

Sl.No	Discussions and Decisions	Responsibility	Target Dates
1.	The second internal academic audit is scheduled to be conducted during 18-20, December 2020	KTU dept. Co-ordinators / Faculty members.	20-12-2022
2.	Discussed about the quality assessment of the online teaching materials and other matters.	KTU dept. Co-ordinators / Scrutiny committee.	ongoing
3.	Discussed about the present KTU audit format and decided to follow the same.	KTU dept. Co-ordinators	ongoing
4.	ISO surveillance audit	KTU/ISO dept. co-ordinators	ongoing
5.	Placement orientation and personality Training to be conducted online, in view of the ongoing pandemic	Placement Head	ongoing

The meeting was adjourned at 7.00 p.m.

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Dr. Saji C.B
Principal/IQAC Chair Person

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Dr. Susanth C
IQAC Co-ordinator