



# VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O, Thrissur  
INTERNAL QUALITY ASSURANCE CELL

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## IQAC MEETING A.Y 2023-24

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DATE: 17-10-2023

### NOTICE

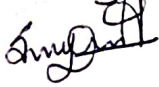
An Internal Quality Assurance Cell (IQAC) Executive committee meeting is scheduled on 20.10.2023. All IQAC committee members are requested to be present in the meeting without fail.

**Date and Time: 20-10-2023, 1.00 PM**

Venue: Board Room

#### **Agenda:-**

- 2.1. KTU/ISO/NBA Internal Audit
- 2.2. File system
- 2.3. IQAC FDP/Workshops planning
- 2.4. Conduct of Remedial classes and Tutorial sessions
- 2.5. Updates on the preparation for NBA/NAAC Accreditations
- 2.6. Any other matter

Thanks and Regards,  
Dr. Sreedevi. A   
IQAC Coordinator  
Vidya Academy of Science & Technology.  
Thalakkottukara, Thrissur - 680501





# VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O, Thrissur

INTERNAL QUALITY ASSURANCE CELL

IQAC MEETING

A.Y 2023-24

Date :20.10.2023

Time : 1.00 PM

Venue: Board Room


Members Attended:-			
Sl. No.	Name	Designation	Signature
1	Dr. Saji C. B	Principal, IQAC Chairperson, VAST	
2	Sri. Suresh Lal	Finance Director, VICT	
3	Er. Lakshminarayanan K	General Manager, MD.(Marketing Technical and machine unit), Metal Industries LTD Shornur, SIFL, Athani, Thrissur.	
4	Mr. Boby Peter	Assistant Manager, VAST	
5	Dr. Sunitha C	Vice Principal, Professor & HOD-AIML, VAST	
7	Ms. Ponsy Paul	Assistant Professor (CE), Secretary- ISTE	
8	Dr. Sreedevi. A	Assistant Professor (AS), IQAC Coordinator	
9	Dr. Mary P Varghese	Associate Professor, HOD (EEE), NBA Coordinator	
10	Dr. Jeeva K A	Associate Professor (ECE), NAAC Coordinator	
11	Mr. Sajay K R	Associate Professor (MCA), ISO Coordinator	
12	Dr. Anjali P Sasidharan	Assistant Professor (CE)	
13	Dr. Sooraj K Prabha	Associate Professor (ME)	
14	Mr. Sivadasan E T	Associate Professor (CSE)	
15	Ms. Honeymol P K	Assistant Professor (ECE)	
16	Ms. Akhila R	Assistant Professor (EEE),	
17	Ms. Siji K B	Assistant Professor (MCA)	
18	Dr. Nisha A B	Associate Professor (AS)	
19	Ms. Angel Joy	Student, 2021-2024 Batch (CSE)	

Agenda:

- KTU/ISO/NBA Internal Audit
- File system
- IQAC FDP/Workshops planning
- Conduct of Remedial classes
- Conduct of Tutorial sessions
- Updates on the preparation for NBA/NAAC Accreditations
- Any other matter

The meeting was started at 1.00 pm. Co-ordinator welcomed IQAC members and briefed the agenda for the meeting.

Sl.No	Description and Decision	Responsibility	Target date and Action Taken
<i>Status of Decisions in Previous Meeting</i>			
1.	Feedback	Group Tutors / HODs	The student feed back was planned to take during 25/10/23 and 27/10/2023 for S1 B.Tech,S3 B. Tech, S1 M Tech, S1 MCA, S3 MCA.
2.	Placement Training	Placement Officer/HODs	Discussed the shedule of placement Training programmes to be conducted in current semester.
3.	Mentoring	VSSC Coordinator	An interactive Session for Group Tutors was conducted on 04/08/2023 and 05/08/2023.
<i>Points discussed during the current meeting</i>			
1.	KTU/ISO/NBA Internal Audit	IQAC Coordinator/ KTU Internal Audit Cell Coordinators	10-11-2023. It is decided to conduct internal Audit during 8-10 November 2023.
2.	File system	IQAC/NBA Coordinators	28-10-2023. It is decided to share the Templates and List of Documents for KTU Audit to all staffs. .
3.	IQAC FDP/Workshops planning	IQAC Department Coordinators, HODs	Plan-15-11-2023. It is decided to conduct awareness programme for Faculty members onNAAC Accreditation.
4.	Conduct of Remedial Classes.	Course handling Faculty	Planned for S1 & S3 students during 23-31



5	Conduct of Tutorial Classes	Course handling Faculty	October 2023. Decided to conduct Tutorial sessions as per KTU Regulations.
6.	NAAC Accreditation	NAAC coordinator	Presented the current action plan .

The meeting was adjourned at 2.00 p.m.

Distribution list:

- All Attendees
- File



Dr. Saji C.B  
Principal/IQAC Chair Person



Dr. Sreedevi. A  
IQAC Coordinator