VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara P.O, Thrissur

Minutes of the IQAC Meeting

Date: 03.01.2024
Time: 2:00 PM – 3:00 PM
Venue: Board Room

AY 2023–24
No: VAST/IQAC/2023-24/3

Members

Sl.No	Name	Designation / Role	Attendees (Yes/No)
1	Dr. Saji C B	Principal / IQAC Chairperson	Yes
2	Mr. Suresh Lal	Executive Director, VICT	Yes
3	Er. Lakshminarayanan K	Industry Representative	No
4	Mr. Boby Peter	Assistant Manager, VAST	Yes
5	Dr. Sunitha C	Vice Principal, Professor – VAST	Yes
6	Ms. Ponsy Paul	Assistant Professor – CE; Secretary – ISTE	Yes
7	Dr. Sreedevi A	Associate Professor (AS), IQAC Coordinator	Yes
8	Dr. Jeeva K A	Professor & HOD – AIML, NAAC Coordinator	Yes
9	Dr. Mary P Varghese	Professor & Head – EEE, NBA Coordinator	Yes
10	Dr. Sajay K R	Associate Professor (MCA) – ISO Coordinator	Yes
11	Dr. Anjali P Sasidharan	Assistant Professor – CE	Yes
12	Dr. Sooraj K Prabha	Associate Professor – ME	No
13	Mr. Sivadasan E T	Associate Professor – CSE	Yes
14	Ms. Honeymol P K	Assistant Professor – ECE	Yes
15	Ms. Akhila R	Assistant Professor – EEE	Yes
16	Ms. Siji K B	Assistant Professor – MCA	No
17	Dr. Nisha A B	Associate Professor – AS & HUM, Admission Convenor	No
18	Ms. Angel Joy	Student , CSE — Student Representative	Yes
19	Shri.Shobi T R	President, Velur Grama Panchayath	Yes
20	Mr.Febin Sunny	Alumni 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 Odd Semester 2023–24 result analysis.
4. Preparedness review for commencement of Even Semester 2023–24 classes.
5. NBA accreditation preparedness update.
6. NAAC accreditation cycle preparedness update.
7. Documents to be placed before the Governing Body (GB) for approval.
8. 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/2023-24/2, dated 02.10.2023).	IQAC	02.01.2024
2	Action taken report on decisions from the previous meeting was presented and noted.	IQAC	02.01.2024
3	Branch-wise result analysis of Odd Semester 2023–24 examinations was reviewed. Pass percentages: Departments were directed to initiate corrective measures where required.	KTU Dept. Coordinators / Faculty members	31.01.2024
4	Preparedness review for commencement of Even Semester 2023–24 classes was carried out.	KTU Dept. Coordinators / Faculty members	22.01.2024
5	Status update on NBA accreditation preparedness and documentation across departments.	NBA Coordinator / Dept. HODs	31.01.2024
6	Status update on NAAC accreditation cycle preparedness and documentation requirements.	NAAC Coordinator / Dept. HODs	31.01.2024
7	IQAC reviewed and finalised documents/proposals to be placed before the Governing Body for approval at its next meeting, including matters relating to institutional Vision & Mission restructuring, department-level PEO revisions, and quality-audit initiatives.	IQAC	29.02.2024

The meeting was adjourned at 3:00 PM.

Minutes of the meeting prepared by IQAC Coordinator

Principal	**IQAC Coordinator**