

# **VIDYA ACADEMY OF SCIENCE & TECHNOLOGY**

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

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Date : 03.01.2022

Time : 7.00 – 8.00 p.m

Platform : Google meet

Attendees :-

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|-------------------------|---------------------------------------|
| 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. Mrs. Aparna S Balan | Asst.Professor, MCA                   |
| 16. Mrs. Siji K.B       | Asst.Professor, MCA                   |
| 17. Dr. Sobha A.P       | Associate Professor, AS Dept.         |
| 18. Mrs. Sumitha P.K    | Asst.Professor, AS Dept.              |

Agenda :

1. ISO surveillance audit
2. Other related matters

The meeting was started at 7.00 p.m. Co-ordinator welcomed IAC members and briefed the agenda for the meeting. The schedule and preparations for the first external ISO auditing 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 ISO surveillance academic audit is scheduled to be conducted during 13.01.2022. to 15-01-2022	KTU dept. Co-ordinators / Faculty members.	15-01-2022
2.	Discussed about the audit schedule and the preparations for the audit.	KTU dept. Co-ordinators / Faculty members.	ongoing
3.	Discussed about the preparations of the department and individual audit files.	KTU dept. Co-ordinators/ Faculty members.	information
4.	In view of the developing scenario, opportunities for job/higher studies abroad are increasing. Students need to be informed about the opportunities by the Placement & Training Department	Placement Head	30-03-2022
5.	There are concerns expressed regarding the quality of valuations of the answer scripts of KTU exams. Though no serious specific incidents are noticed from Vidya Valuation camp, all teachers need to continue ensuring quality of valuations	Valuation Camp Head, All faculty members	ongoing

The meeting was adjourned at 8.00 p.m.

**-sd-**

Dr. Saji C.B  
Principal/IQAC Chair Person

**-sd-**

Dr. Susanth C  
IQAC Co-ordinator