VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O., Thrissur

MINUTES OF THE IQAC MEETING

Date: 01.07.2025

Academic Year: 2025–26

Time: 2:00 PM – 3:00 PM

Meeting No: VAST/IQAC/2025-26/1

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	Adv. P N Unnirajan	Director – Administration, VICT	Yes
4	Er. Lakshminarayanan K	Industry Representative	Yes
5	Dr. Pratapachandran Nair	Member – ISTE, Professional Body Rep.	*No*
6	Dr. Shalij P R	Director – Academics	Yes
7	Dr. Jeeva K A	Professor & HOD – AIML, NAAC Coordinator	Yes
8	Dr. Sanaj M.S.	Professor – CSE, IQAC Coordinator	Yes
9	Dr. Latha Dinesh	Professor – EEE, IQAC Coordinator	Yes
10	Dr. Mary P Varghese	Professor & Head – EEE, NBA Advisor	Yes
11	Dr. Joycy K Antony	Assoc. Professor – CSE, NBA Coordinator	Yes
12	Dr. Reji C Joy	Professor & HOD – MCA, CCE Coordinator	Yes
13	Dr. Nisha A B	Professor & HOD – AS & HUM, Admission Convenor	Yes
14	Dr. Rakesh Hari	Professor & HOD – ME, Autonomy Coordinator	*No*

15	Dr. Abhilasha P S	Professor & HOD – CE, ISO Coordinator	Yes
16	Dr. Sajay K R	Professor & HOD – CSE	Yes
17	Dr. Swapnakumar S	Professor & HOD – ECE	Yes
18	Mr. Paul Chakola	Placement Director	Yes
19	Ms. Nisha Varghese	Asst. Professor – CE, Chief Supt. of Exams	Yes
20	Ms. Remya K R	Asst. Professor – CSE, Department Rep.	Yes
21	Dr. Renjish Vijay	Assoc. Professor – ME, Department Rep.	Yes
22	Ms. O Varadha Vijay Menon	S7 AIML, Student Representative	Yes
23	Mr. Ajin Aravind	Alumni Representative	Yes
24	Mr. Shoby T R	Velur Grama Panchayath President, Local Body Rep.	***No***
25	Adv. Pulari Rajeev	PTA Vice President, PTA Representative	***No***

Agenda

1. Confirmation of the minutes and Action taken report on decisions from the previous meeting.
2. Review of Even Semester 2024–25 result analysis.
3. Preparedness for commencement of Odd Semester 2025–26 classes and the student orientation & faculty induction programme.
4. NBA accreditation preparedness of CSE & CE branches and update & review comments in external audits.
5. 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	**Review of Action Taken Report and minutes of the previous IQAC meeting**	IQAC	01.07.2025
2	**Branch-wise result analysis of Even Semester 2024–25 examinations reviewed; departments directed to initiate corrective measures where required.** • HoDs Initiate and implement department-wise corrective measures based on the branch-wise result analysis. • Identify academically weak students and provide targeted academic support through mentoring and individual guidance.	KTU Dept. Coordinators / Faculty members	04.07.2025 08.07.2025

	• Schedule additional/remedial classes to address specific areas of difficulty revealed by the result and question-paper analysis. • Carry out detailed question-paper and result analysis to pinpoint recurring gaps in understanding and assessment patterns. • Ensure continuous monitoring of student performance through internal assessments, class tests, and feedback from faculty.		08.07.2025 15.07.2025 Regular followup
3	**Preparedness review for commencement of Odd Semester 2025–26 classes and the student orientation & faculty induction programme; faculty development programme plan; Scholarship Function, Tech Fest VyVidh, Department Workshops , Alumni Web talks, Tech Fest; timetable, subject allocation and course-file preparation to be completed.** • Ensure comprehensive preparation of course files, including syllabus coverage plan, lesson plans, assessment blueprints, and relevant teaching–learning resources. • Organize a structured student orientation programme to acquaint incoming students with academic regulations, curriculum structure, evaluation patterns, and support systems. • Conduct a faculty induction programme to orient new faculty members to institutional policies, academic processes, outcome-based education practices, and quality assurance mechanisms. • Monitor overall preparedness through departmental reviews, with periodic reporting to IQAC to confirm Audit readiness as per Academic Calendar. • FDP & Tech Fest preparation, Status of Industry Ready Programmes. • Preparation for the conduct of Scholarship function. • Conduct of Tech Fest VyVidh, Department Workshops , Alumni Web talks	KTU Dept. Coordinators / Faculty members	04.07.2025 04.08.2025 04.07.2025 04.08.2025 11.08.2025 04.08.2025 30.09.2025
4	**Status update on NBA accreditation documentation and preparedness across CE and CSE Departments.** Update and finalize all NBA-specific documentation, including Programme Information Criteria, Self-Assessment Reports (SAR), and supporting evidence files, in line with the latest NBA guidelines. Ensure mapping of Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) is complete, consistent, and reflected across course files, assessments, and curriculum documents. Strengthen the collection and organization of quantitative and qualitative evidence related to student performance, faculty contributions, infrastructure, and continuous improvement initiatives. Conduct internal reviews and mock audits of NBA documentation within CE and CSE Departments to identify gaps and implement timely corrective actions. Coordinate closely with IQAC for cross-verification of documents, standardization of formats, and alignment with institutional	NBA Coordinator / Dept. HODs	05.08.2025 05.08.2025 05.08.2025 05.08.2025 05.08.2025

	quality assurance processes. Maintain a clear timeline and responsibility matrix for pending NBA tasks, with periodic progress reviews at the department and institutional levels.		05.08.2025
5	**The IQAC suggested ensuring quality assurance process for scrutiny of QPs of internal examinations.** • Institute a systematic question-paper scrutiny process involving course teachers, subject experts, and department heads before finalization of internal examination QPs. • Ensure that all question papers are mapped to course outcomes (COs) and adhere to the prescribed assessment blueprint and cognitive-level distribution. • Verify syllabus coverage, clarity of wording, correctness of technical content, and appropriateness of marks allocation during the scrutiny process. • Maintain documented records of scrutiny, including checklists, reviewer comments, and revisions carried out, as part of internal quality assurance evidence. • Provide orientation and guidelines to faculty members on best practices in question-paper setting, outcome-based assessment, and error minimization. • Periodically review the effectiveness of the QP scrutiny mechanism through sample audits and feedback from students and faculty, with IQAC oversight. • Conduct of Remedial Classes	DQAC/ Dept. HODs	12.08.2025 18.08.2025 18.08.2025 18.08.2025 18.08.2025 18.08.2025 25.08.2025
6	**IQAC suggested the 1st internal audit dates as per Academic Calendar**	IQAC	11.09.2025
7	**The committee reviewed the status of draft Vision and Mission Statements of the Institute.** • Circulate the draft Vision and Mission Statements to department heads, senior faculty, and other stakeholders for feedback and suggestions. • Incorporate inputs related to institutional values, long-term academic and research objectives, societal impact, and stakeholder expectations. • Ensure that the final Vision and Mission Statements are concise, forward-looking, and capable of guiding policy, planning, and quality initiatives across the Institute. • Align the finalized Vision and Mission with outcome-based education frameworks, accreditation requirements, and institutional development plans. • Obtain formal approval of the finalized Vision and Mission Statements through the appropriate statutory bodies, as per institutional norms. • Disseminate the approved Vision and Mission Statements widely through the website, prospectus, notice boards, and other institutional communication channels.	IQAC	05.07.2025 26.07.2025 18.08.2025 18.08.2025 18.08.2025 18.08.2025

8	**The committee reviewed the status of website updation. Departments were instructed to update their webpages and ensure regular maintenance.**	IQAC	18.08.2025
9	**Status update on NAAC accreditation cycle preparedness and documentation requirements.**	NAAC Coordinator / Dept. HODs	18.08.2025
10	**Academic Calendar for AY 2025–26 is verified & approved**	IQAC	01.07.2025

The meeting was adjourned at 3:00 PM.

Minutes of the meeting prepared by IQAC Coordinator

Principal	**IQAC Coordinator**
	DR. SANAT MS