



Minutes of the IQAC Meeting

Date: 01.07.2025

AY 2025-26

Time: 2:00 PM – 3:00 PM

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	Yes

Sl.No	Name	Designation / Role	Attendees (Yes/No)
		Exams	
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 of the previous IQAC meeting.
2. Action taken report on decisions from the previous meeting.
3. Review of Even Semester 2024–25 result analysis.
4. Preparedness for commencement of Odd Semester 2025–26 classes and the student orientation programme.
5. NBA accreditation preparedness update.
6. NAAC accreditation cycle preparedness update.
7. Other related matters.

The meeting commenced at 2:00 PM. The Coordinator welcomed the IQAC members and briefed the agenda for the meeting.

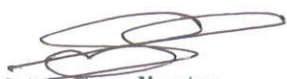
Discussions and Decisions

Sl.No	Discussions and Decisions	Responsibility	Target Date
1	Confirmation of the minutes of the previous IQAC meeting (Meeting No. VAST/IQAC/2024-25/4, dated	IQAC	01.07.2025
2	Action taken report on decisions from the previous meeting was presented and noted.	IQAC	01.07.2025
3	Branch-wise result analysis of Even Semester 2024–25 examinations was reviewed. Pass percentages: Departments were directed to initiate corrective measures where required.	KTU Dept. Coordinators / Faculty members	01.08.2025
4	Preparedness review for commencement of Odd Semester 2025–26 classes and the student orientation programme was carried out.	KTU Dept. Coordinators / Faculty members	04.08.2025
5	Status update on NBA accreditation documentation and preparedness across departments.	NBA Coordinator / Dept. HODs	05.08.2025
6	Status update on NAAC accreditation cycle preparedness and documentation requirements.	NAAC Coordinator / Dept. HODs	18.08.2025

Sl.No	Discussions and Decisions	Responsibility	Target Date
7	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
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