VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O, Thrissur

Minutes of the IQAC Meeting

Date: 01.04.2025
Time: 2:00 PM – 3:00 PM
Venue: Board Room

AY 2024–25
No: VAST/IQAC/2024-25/4

Members

Sl.No	Name	Designation / Role	Attendees
1	Dr. Sunitha C	Principal / IQAC Chairperson	Yes
2	Mr. Suresh Lal	Executive Director, VICT	Yes
3	Adv. P N Unnirajan IPS (Retd.)	Director, Administration, VICT	Yes
4	Er. Lakshminarayanan K	Industry Representative	No
5	Dr. Prathapachandran Nair	Member- ISTE	No
6	Dr. Jeeva K A	Professor & HOD – AIML, IQAC Head & NAAC Coordinator	Yes
7	Dr. Sreedevi A	Associate Professor (AS), IQAC Coordinator	Yes
8	Dr. Mary P Varghese	Professor & Head – EEE, NBA Coordinator	Yes
9	Dr. Sajay K R	Associate Professor (CSE) – ISO Coordinator	Yes
10	Ms. Riya P D	Assistant Professor – AIML	
11	Dr. Anjali P Sasidharan	Assistant Professor – CE	No
12	Dr. Sooraj K Prabha	Professor – ME	Yes
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	Yes
17	Dr. Nisha A B	Associate Professor – AS & HUM, Admission Convenor	Yes
18	Mr. Shobi T R	President, Velur Grama Panchayath	Yes
19	Ms. Angel Joy	Student S7, CSE — Student Representative	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. Instructions to the Chief Superintendent of Exams for Even Semester 2024–25 examinations.
4. Discussion on faculty annual self-appraisal and performance review timelines for the academic year.
5. NBA accreditation preparedness update.
6. NAAC accreditation cycle preparedness update.
7. Action taken report on decisions of the Governing Body (GB) meeting dated 27.01.2025.

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/2024-25/3, dated 02.01.2025).	IQAC	01.04.2025
2	Action taken report on decisions from the previous meeting was presented and noted.	IQAC	01.04.2025
3	Instructions were issued to the Chief Superintendent of Exams regarding the conduct of Even Semester 2024–25 examinations.	Chief Superintendent of Exams / Dept. HODs	15.05.2025
4	Faculty annual self-appraisal and performance review timelines for the academic year were discussed and finalised.	Director – Academics / Dept. HODs	31.05.2025
5	Status update on NBA accreditation preparedness and documentation across departments.	NBA Coordinator / Dept. HODs	30.04.2025
6	Status update on NAAC accreditation cycle preparedness and documentation requirements.	NAAC Coordinator / Dept. HODs	30.04.2025
7	IQAC noted the decisions of the Governing Body meeting held on 27.01.2025 and reviewed the action taken thereon, including: the directive for departments to prepare annual action plans aligned with the Institutional Strategic Framework, with measurable KPIs across academics, research, placements, consultancy, innovation, and extension activities, monitored via HoD meetings and IQAC reviews; extension of full administrative and financial support for NBA accreditation, with periodic review meetings tracking OBE attainment, research output, placements, industry interaction, and documentation; implementation of the Research Promotion Policy targeting Scopus/SCI publications, funded projects, consultancy, patents, and Ph.D. enrolments; approval of the revised Institutional Vision and Mission, effective AY 2026–27, and its integration into quality-assurance processes and institutional documentation; expansion of industry-ready certification programmes, internships, and industry partnerships; and continued preparatory activities toward Autonomous status under UGC/AICTE norms, including constitution of functional committees.	IQAC	31.05.2025

The meeting was adjourned at 3:00 PM.

Minutes of the meeting prepared by IQAC Coordinator

Principal	**IQAC Coordinator**