

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

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

Date : 21.09.2021

Time : 6 – 7 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. KTU/NBA/ISO Internal audit
2. Other related matters

The meeting was started at 6.00 p.m. Co-ordinator welcomed IQAC members and briefed the agenda for the meeting. The new format for auditing was presented by the Co-ordinator. The schedule of the different activities related to filing/auditing was also discussed.

Discussions and Decisions

Sl.No	Discussions and Decisions	Responsibility	Target Date
1.	The first ISO internal academic audit is scheduled to be conducted during 13-15, December 2021	KTU dept. Co-ordinators / Faculty members.	15-12-2021
2.	Discussed about the quality assessment of the online teaching materials.	KTU dept. Co-ordinators / Scrutiny committee.	ongoing
3.	Discussed about the present KTU audit format and decided to follow the same.	KTU dept. Co-ordinators	Information
4.	IQAC appreciated the Social Service Wing for continuously organizing activities that ensures social responsibility among students	NSS Programme Officers	Info

The meeting was adjourned at 7.00 p.m.

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Dr Saji C B
Principal

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Dr. Susanth C
IQAC Co-ordinator