

**INTERNAL QUALITY ASSURANCE CELL
IQAC EXECUTIVE COMMITTEE MEETING**

DATE: 01-08-2023

NOTICE

An Internal Quality Assurance Cell (IQAC) Executive committee meeting is scheduled on 03.08.2023. All IQAC committee members are requested to be present in the meeting without fail.

Date and Time: 03-08-2023, 1.00 PM

Venue: Board Room

Agenda:-

- 1.1. IQAC committee reconstitution
- 1.2. KTU External Audit Review
- 1.3. Time Table
- 1.4. College Academic Calendar
- 1.5. Department Activity Calendar
- 1.6. Admission
- 1.7. CO-PO attainment of 2018-2022 Batch
- 1.8. Committee formation in Departments
- 1.9. Deputing Course Chairpersons
- 1.10. Feedback Forms
- 1.11. Placement Training
- 1.12. Any other matter

Thanks and Regards,

Dr. Sreedevi. A


IQAC Coordinator

Vidya Academy of Science & Technology.



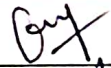
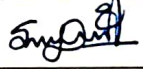
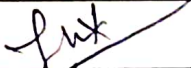





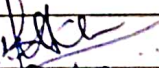
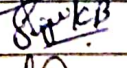


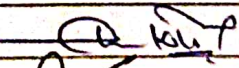

Thalakkottukara, Thrissur - 680501



VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O, Thrissur
Minutes of the IQAC meeting

Date :03.08.2023
Time : 3.00 PM
Venue: Board Room


Members Attended:-			
Sl. No.	Name	Designation	Signature
1	Dr. Saji C. B	Principal, IQAC Chairperson, VAST	
2	Sri. Suresh Lal	Finance Director, VICT	
3	Er. Lakshminarayanan K	General Manager, MD.(Marketing Technical and machine unit), Metal Industries LTD Shornur, SIFL, Athani, Thrissur.	
4	Mr. Bobby Peter	Assistant Manager, VAST	
5	Dr. Sunitha C	Vice Principal, Professor & HOD-AIML, VAST	
7	Ms. Ponsy Paul	Assistant Professor (CE), Secretary- ISTE	
8	Dr. Sreedevi. A	Assistant Professor (AS), IQAC Coordinator	
9	Dr. Mary P Varghese	Associate Professor, HOD (EEE), NBA Coordinator	
10	Dr. Jeeva K A	Associate Professor (ECE), NAAC Coordinator	
11	Mr. Sajay K R	Associate Professor (MCA), ISO Coordinator	
12	Dr. Anjali P Sasidharan	Assistant Professor (CE)	
13	Dr. Sooraj K Prabha	Associate Professor (ME)	
14	Mr. Sivadasan E T	Associate Professor (CSE)	
15	Ms. Honeymol P K	Assistant Professor (ECE)	
16	Ms. Akhila R	Assistant Professor (EEE),	
17	Ms. Siji K B	Assistant Professor (MCA)	
18	Dr. Nisha A B	Associate Professor (AS), Admission Coordinator	
19	Ms. Angel Joy	Student, 2021-2024 Batch (CSE)	
Invitees:-			
20	Mr. Paul	Placement Officer	
21	Dr. Vincetha C P	VSSC Coordinator	

Agenda :

- 1.1. IQAC committee reconstitution
- 1.2. External Audit Review (Conducted on 20/07/2023)
- 1.3. Time Table
- 1.4. College Academic Calendar
- 1.5. Department Activity Calendar
- 1.6. Admission
- 1.7. CO-PO attainment of 2018-2022 Batch
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The meeting was started at 3.00 pm. Co-ordinator welcomed IQAC members and briefed the agenda for the meeting. Co-ordinator explained the review of the KTU external audit.

Sl.No	Description and Decision	Responsibility	Target date and Action Taken
<i>Status of Decisions in Previous Meeting</i>			
1.	KTU/NBA/ISO Internal audit	IQAC coordinator/ KTU Internal Audit Cell Coordinators.	Internal Audit was conducted on 14/06/2023 and 15/06/2023. Audit reports are documented.
2	Remedial classes	Group tutors / HoD's/ Subject Teachers	Remedial classes (4 sessions) were conducted after series tests and 1 week before university examination.
3	Student Feedback	HoD's/Group Tutors	The student feed back was taken during 05.06.2023 to 07-06-2023.
<i>Points discussed during the current meeting</i>			
1.	IQAC committee reconstitution	Principal	03/08/2023. IQAC executive committee 2023-24 reconstituted.
2.	KTU External Audit review.	IQAC coordinator/ KTU Internal Audit Cell Coordinators.	External Audit was conducted on 20/07/2023. The Auditors shared good comments on course files and department specific documents.
3.	Time table and workload calculation.	Time table committee	03.08.2023. The time table and workload for S3, S5, S1 are approved.
4.	College Academic Calendar	Principal/HODs	03/08/2023. College Calendar is prepared and approved.
5	Department Activity Calendar	HODs	06-08-2023. Decided to prepare Department Calendar by including Association and professional body activities before date.
6	Admission	Admission coordinator	Discussed the admission related activities planned during the current academic year.



7	CO-PO attainment of 2018-2022 Batch	Tutors/ NBA coordinators	Date:15-08-2023 Decided to prepare CO-PO attainment of Passed-out batch before date.
8	Committee formation in Departments	HODs	Decided to form committees in Departments for various co curricular and extracurricular activities before 10-08-2023.
9	Deputing Course Chairpersons for current semester.	IQAC coordinator	03-08-2023. List of Course Chairpersons for current semester Approved.
10	Feedback	Group Tutors / HODs	Decided to take two feedbacks in one semester.
11	Placement Training	Placement Officer/HODs	Presented the current placement status in all departments.
12	Mentoring- Training Sessions	VSSC Coordinator	Training Sessions for first year Tutors is planned on 4-5 August 2023. The first GT-Student Interaction is scheduled on 12/10/2023.

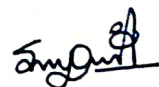
The meeting was adjourned at 4.00 p.m.

Distribution list:

- All Attendees
- File



Dr. Saji C.B
Principal/IQAC Chair Person



Dr. Sreedevi. A
IQAC Co-ordinator