

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

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

Date : 01.12.2021

Time : 7.30 – 8.30 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. ISO Internal audit
2. Other related matters

The meeting was started at 7.30 p.m. Co-ordinator welcomed IAC members and briefed the agenda for the meeting. The schedule and preparations for the first internal ISO 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 learning process and the quality assessment of the online teaching materials.	KTU dept. Co-ordinators / Scrutiny committee.	Information and direction
3.	Discussed about the audit formats and decided to follow the same.	KTU dept. Co-ordinators	ongoing
4.	As the covid situation is improving gradually, extra and co-curricular activities including IV to students to be strengthened	Principal/HoDs	Info.
5.	NBA,ISO and KTU documents could be further streamlined to avoid duplication of documents	NBA/ISO/KTU coordinators	30-06-2022

The meeting was adjourned at 8.30 p.m.

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Dr. Saji C.B
Principal/IQAC Chair Person

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Dr. Susanth C
IQAC Co-ordinator