



Minutes of the IQAC Meeting

Date: 21.05.2026

Time: 2:00 PM – 3:00 PM

Venue: Board Room

AY 2025–26

No: VAST/IQAC/2025-26/4

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 Co-Coordinator	No
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	Yes
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 Exams	Yes
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

SL.No	Name	Designation / Role	Attendees (Yes/No)
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. Instructions to the Chief Superintendent of Exams for Even Semester 2025–26 examinations.
4. Discussion on faculty annual self-appraisal and performance review timelines for the academic year.
5. NBA accreditation preparedness update — final readiness ahead of the evaluation visit.
6. NAAC accreditation cycle preparedness update.
7. Documents to be placed before the Governing Body (GB) for approval.
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

SLN	Discussions and Decisions	Responsibility	Target Date
1	Confirmation of the minutes of the previous IQAC meeting (Meeting No. VAST/IQAC/2025-26/3, dated 05.01.2026).	IQAC	21.05.2026
2	Action taken report on decisions from the previous meeting was presented and noted.	IQAC	21.05.2026
3	Instructions were issued to the Chief Superintendent of Exams regarding the conduct of Even Semester 2025–26 examinations.	Chief Superintendent of Exams / Dept. HODs	27.05.2026
4	Faculty annual self-appraisal and performance review timelines for the academic year were discussed and finalised.	Director – Academics / Dept. HODs	29.05.2026
5	Final readiness review for the NBA accreditation evaluation visit scheduled for August 7–9, 2026 was carried out across all departments.	NBA Coordinator / Dept. HODs	01.06.2026
6	Status update on NAAC accreditation cycle preparedness and documentation requirements.	NAAC Coordinator / Dept. HODs	10.06.2026
7	IQAC reviewed and finalised documents/proposals to be placed before the Governing Body for approval at its next meeting.	IQAC	31.06.2026

The meeting was adjourned at 3:00 PM.

Minutes of the meeting prepared by IQAC Coordinator

 Principal	 IQAC Coordinator
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