VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara P.O, Thrissur

Minutes of the IQAC Meeting

Date: 03.10.2023
Time: 2:00 PM – 3:00 PM
Venue: Board Room

AY 2023–24
No: VAST/IQAC/2023-24/2

Members

Sl.No	Name	Designation / Role	Attendees (Yes/No)
1	Dr. Saji C B	Principal / IQAC Chairperson	Yes
2	Mr. Suresh Lal	Executive Director, VICT	Yes
3	Er. Lakshminarayanan K	Industry Representative	Yes
4	Mr. Boby Peter	Assistant Manager, VAST	Yes
5	Dr. Sunitha C	Vice Principal, Professor – VAST	Yes
6	Ms. Ponsy Paul	Assistant Professor – CE; Secretary – ISTE	Yes
7	Dr. Sreedevi A	Associate Professor (AS), IQAC Coordinator	Yes
8	Dr. Jeeva K A	Professor & HOD – AIML, NAAC Coordinator	Yes
9	Dr. Mary P Varghese	Professor & Head – EEE, NBA Coordinator	Yes
10	Mr. Sajay K R	Associate Professor (MCA) – ISO Coordinator	Yes
11	Dr. Anjali P Sasidharan	Assistant Professor – CE	Yes
12	Dr. Sooraj K Prabha	Associate 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	Ms.Angel Joy	Student , CSE — Student Representative	Yes
19	Shri.Shobi T R	President, Velur Grama Panchayath	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 Odd Semester 2023–24 examinations.
4. NBA accreditation preparedness update.
5. NAAC accreditation cycle preparedness update.
6. 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/2023-24/1, dated 03.07.2023).	IQAC	02.10.2023
2	Action taken report on decisions from the previous meeting was presented and noted.	IQAC	02.10.2023
3	Instructions were issued to the Chief Superintendent of Exams regarding the conduct of Odd Semester 2023–24 examinations, including scheduling, invigilation, and malpractice-prevention protocols.	Chief Superintendent of Exams / Dept. HODs	17.11.2023
4	Status update on compilation of NBA documentation ahead of upcoming submission timelines.	NBA Coordinator / Dept. HODs	31.10.2023
5	Status update on NAAC accreditation cycle preparedness and documentation requirements.	NAAC Coordinator / Dept. HODs	31.10.2023

The meeting was adjourned at 3:00 PM.

Minutes of the meeting prepared by IQAC Coordinator

Principal	**IQAC Coordinator**