



VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O, Thrissur
INTERNAL QUALITY ASSURANCE CELL

IQAC MEETING A.Y 2023-24

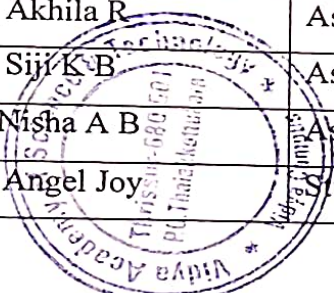
Date :10.05.2024

Time : 1.00 PM

Venue: Board Room

Members Attended:-

Sl. No.	Name	Designation	Signature
1	Dr. Saji C. B	Principal, IQAC Chairperson, VAST	
2	Sri. Suresh Lal	Executive Director ; VICT	
3	Er. Lakshminarayanan K	General Manager, MD.(Marketing Technical and machine unit), Metal Industries LTD Shornur, SIFL, Athani, Thrissur.	ABSENT
4	Mr. Bobby Peter	Assistant Manager, VAST	ABSENT
5	Dr. Sunitha C	Vice Principal, Professor & HOD-AIML, VAST	
7	Ms. Ponsy Paul	Assistant Professor (CE), Secretary- ISTE	
8	Dr. Sreedevi. A	Associate 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)	
19	Ms. Angel Joy	Student, 2021-2025 Batch (CSE)	

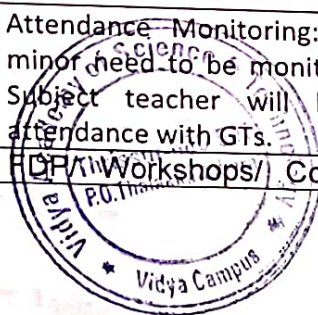


Agenda:

- Timetable preparation
- Semester Plan
- IQAC FDP/Workshops planning
- Internal Audit
- Updates on the preparation for NBA/NAAC Accreditations
- Any other matter

The meeting was started at 1.00 pm. Co-ordinator welcomed IQAC members and briefed the agenda for the meeting.

Sl.No	Description and Decision	Responsibility	Target date and Action Taken
<i>Status of Decisions in Previous Meeting</i>			
1.	External Audit was planned	IQAC coordinator	Audit was done in the 7/2/24
2.	FDP was planned to conduct by all the department	HoDs	All Departments conducted FDP in the month February and March
3.	Feedback to be taken	HODs GTs	Feedback was taken through ERP
<i>Points discussed during the current meeting</i>			
1.	Time Table- Subject allocation and workload calculation should prepared by the timetable department coordinators and submit on the last week of May 2024 and timetable to be prepared by the timetable committee and submit on 2 nd week of June. Upload the subject allocation and timetable in ERP.	Timetable committee	Subject allocation: Last week of May 2024. Timetable : 2 nd week of June
2.	Semester Plan odd semester of BTech,Mtech and MCA will begin on third week of June 2024	HODs and Subject teachers	Third week of June 2024
3.	Internal Audit of all Departments to be conducted on first week of July 2024	IQAC and Internal Audit ors	First week of July 2024
5	NAAC- data collection almost completed. In case a faculty member is relieving all the documents need to be updated. Ensure that in the no due form signature from NAAC criteria coordinator is also obtained before HoD signature	NAAC coordinators and Criteria coordinators	To be monitored by NAAC coordinators and Criteria coordinators
6.	Attendance Monitoring: Attendance of minor need to be monitored effectively. Subject teacher will be sharing the attendance with GTs.	HODs and GTs	Attendance to be monitored HODs and GTs
7.	FDP/Workshops/ Conference : All	IQAC coordinator	July 2024



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	department were also asked to plan for a FDP. IQAC is also planning to conduct a FDP for internal faculty members in the month of July 2024.		
8.	Value Added Courses for students Spoken tutorial courses can be selected by students and students can prepare for their registered course	HODs, GTs	

The meeting was adjourned at 2.00 p.m.

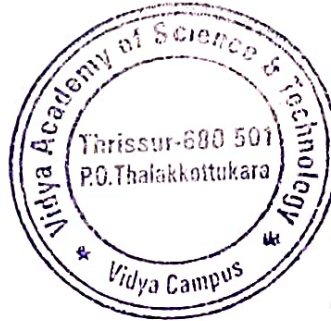
Distribution list:

- All Attendees
- File

Dr. Saji C.B
Principal/IQAC Chair Person

Dr. Saji.C.B
Principal

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Dr. Sreedevi. A
IQAC Coordinator