VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O, Thrissur

Minutes of the IQAC Meeting

Date: 03.01.2023
Time: 2:00 PM – 3:00 PM
Venue: Board Room

AY 2022–23
No: VAST/IQAC/2022-23/3

Members

Sl.No	Name	Designation / Role	Attendees (Yes/No)
1	Dr. Saji C B	Principal / IQAC Chairperson	Yes
2	Dr. Susath C	Associate Professor, IQAC Coordinator	Yes
3	Dr. C Justine Jose	HoD, CE Dept	Yes
4	Dr. Ramani Bai V	HoD, CSE Dept	No
5	Dr. S Swapna Kumar	HoD, ECE Dept	Yes
6	Dr. Mary P Varghese	HoD, EEE Dept	Yes
7	Dr. N Ramachandran	HoD, ME Dept	No
8	Mr. Anil Kumar K R	Associate Professor – ME Dept	No
9	Dr. Jiby K Jose	HoD, AS Dept	Yes
10	Dr. Jeeva K A	Associate Professor, ECE Dept.	Yes
11	Dr. Deepa Mohan	Associate Professor, CE Dept.	No
12	Mrs. Nisha Varghese	Assistant Professor – CE Dept.	Yes
13	Mrs. Sunitha C	Associate Professor, CSE Dept.	Yes
14	Mrs. Shameem S	Assistant Professor, CSE Dept.	Yes
15	Mrs. Divya K V	Assistant Professor, CSE Dept.	No
16	Mr. Amal Ganesh	Assistant Professor, CSE Dept.	No
17	Mrs. Divya Unni	Assistant Professor, ECE Dept.	Yes
18	Mr. Ramesh C R	Assistant Professor, ECE Dept.	No
19	Mr. Rajesh G R	Assistant Professor, ECE Dept.	No
20	Mrs. Neenu Thomas	Assistant Professor, EEE Dept.	Yes
21	Dr. Sooraj K Prabha	Associate Professor – ME Dept	Yes
22	Mr. Vibin Antony	Assistant Professor – ME Dept	Yes
23	Mrs. Aparna S Balan	Assistant Professor, MCA Dept.	No
24	Mrs. Siji K B	Assistant Professor, MCA	Yes
25	Dr. Sobha A P	Associate Professor, AS Dept.	Yes
26	Mrs. Sumitha P K	Assistant Professor, AS Dept.	No

Agenda

1. Confirmation of the minutes of the previous IQAC meeting.
2. Action taken report on decisions from the previous meeting.
3. Review of Odd Semester 2022–23 result analysis.
4. Preparedness review for commencement of Even Semester 2022–23 classes.
5. NBA accreditation preparedness update.

6. NAAC accreditation cycle preparedness update.
7. 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/2022-23/2, dated 03.10.2022).	IQAC	02.01.2023
2	Action taken report on decisions from the previous meeting was presented and noted.	IQAC	02.01.2023
3	Branch-wise result analysis of Odd Semester 2022–23 examinations was reviewed. Departments were directed to initiate corrective measures where required.	KTU Dept. Coordinators / Faculty members	31.01.2023
4	Preparedness review for commencement of Even Semester 2022–23 classes was carried out.	KTU Dept. Coordinators / Faculty members	23.01.2023
5	Status update on NBA accreditation preparedness and documentation across departments.	NBA Coordinator / Dept. HODs	31.01.2023
6	Status update on NAAC accreditation cycle preparedness and documentation requirements.	NAAC Coordinator / Dept. HODs	31.01.2023

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The meeting was adjourned at 3:00 PM.

Minutes of the meeting prepared by IQAC Coordinator

Principal	**IQAC Coordinator**