



VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O, Thrissur



Minutes of the IQAC Meeting

Date: 01.10.2025

Time: 2:00 PM – 3:00 PM

Venue: Board Room

AY 2025–26

No: VAST/IQAC/2025-26/2

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	No
5	Dr. Pratapachandran Nair	Member – ISTE, Professional Body Rep.	Yes
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	Yes
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	No
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.	No
22	Ms. O Varadha Vijay Menon	S7 AIML, Student Representative	Yes
23	Mr. Ajin Aravind	Alumni Representative	Yes

Sl.No	Name	Designation / Role	Attendees (Yes/No)
24	Mr. Shoby T R	Velur Grama Panchayath President, Local Body Rep.	Yes
25	Adv. Pulari Rajeev	PTA Vice President, PTA 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 2025–26 examinations.
4. NBA accreditation preparedness update.
5. NAAC accreditation cycle preparedness update.
6. Documents to be placed before the Governing Body (GB) for approval.
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/2025-26/1, dated 01.07.2025).	IQAC	01.10.2025
2	Action taken report on decisions from the previous meeting was presented and noted.	IQAC	01.10.2025
3	Instructions were issued to the Chief Superintendent of Exams regarding the conduct of Odd Semester 2025–26 examinations, including scheduling, invigilation, and malpractice-prevention protocols.	Chief Superintendent of Exams / Dept. HODs	08.10.2025
4	Status update on compilation of NBA documentation ahead of the accreditation evaluation visit.	NBA Coordinator / Dept. HODs	10.10.2025
5	Status update on NAAC accreditation cycle preparedness and documentation requirements.	NAAC Coordinator / Dept. HODs	21.10.2025
6	IQAC reviewed and finalised documents/proposals to be placed before the Governing Body for approval at its next meeting.	IQAC	21.10.2025

The meeting was adjourned at 3:00 PM.

Minutes of the meeting prepared by IQAC Coordinator

Principal		
		IQAC Coordinator