VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O., Thrissur

MINUTES OF THE IQAC MEETING

Date: 21.05.2026

Academic Year: 2025–26

Time: 2:00 PM – 3:00 PM

Meeting No: VAST/IQAC/2025-26/4

Venue: Board Room

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***
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

Sl. No	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	**Instructions issued to the Chief Superintendent of Exams regarding the conduct of Even Semester 2025–26 examinations.** The Chief Superintendent was instructed to ensure strict adherence to the approved examination timetable and schedule.	Chief Superintendent of Exams / Dept. HODs	27.05.2026

	All necessary arrangements for the smooth and orderly conduct of the Even Semester 2025–26 examinations were directed to be completed well in advance. Confidential receipt, safe custody, verification and timely distribution of question papers were emphasized. Examination halls were to be identified and arranged with adequate seating, proper spacing, lighting, ventilation and other required facilities. Proper seating arrangements and hall-wise seating plans were to be prepared and displayed/communicated as required. Invigilation duties were to be allotted appropriately, ensuring adequate availability of invigilators for every examination session. Invigilators were to be briefed regarding examination procedures, student verification, and maintenance of discipline and prevention of malpractice. Student attendance was to be recorded accurately for each examination session, with proper verification of identity and eligibility. Strict measures were to be adopted to maintain discipline and ensure that examinations are conducted fairly and transparently. Necessary precautions were to be taken to prevent malpractice, unauthorized materials, electronic devices and other prohibited practices inside examination halls. Adequate supply of answer books, additional sheets, attendance sheets, stationery and other examination materials was to be ensured. Confidentiality and security of question papers, answer scripts, examination records and other sensitive examination materials were to be strictly maintained. Answer scripts were to be collected, counted, verified and securely handed over to the designated authority after every examination session. Appropriate arrangements were to be made to address unforeseen situations, student emergencies and examination-related issues without disrupting the examination process. The Chief Superintendent was instructed to coordinate with the Principal, Examination Cell, HODs, invigilators and supporting staff for the smooth conduct of examinations. Any irregularities, incidents or issues arising during the examinations were to be documented and reported promptly to the appropriate authority. All examination records, attendance documents, answer scripts and related materials were to be properly consolidated, secured and handed over as per the prescribed procedure. The Chief Superintendent was directed to ensure strict compliance with the institutional and university examination regulations and maintain the integrity, confidentiality and smooth conduct		
3	**Faculty annual self-appraisal and performance review timelines for the academic year discussed and finalised.** The process and timelines for submission of the Faculty Annual Self-Appraisal for the academic year were discussed and finalized.	Director – Academics / Dept. HODs	29.05.2026

	Faculty members were instructed to complete the prescribed self-appraisal format with accurate details and supporting evidence wherever applicable. Faculty performance was to be reviewed based on teaching-learning activities, academic responsibilities, research and publications, consultancy/projects, FDPs, professional development, student mentoring and institutional contributions. Faculty members were instructed to maintain and submit relevant documentary evidence supporting the achievements and activities reported in the self-appraisal. A definite timeline was finalized for submission of the completed self-appraisal forms by all faculty members. The respective Department HODs were assigned responsibility for scrutinizing and verifying the self-appraisal submissions of faculty members. Department-wise faculty performance review was scheduled after completion of the self-appraisal submission and verification process. The review process was intended to identify faculty strengths, achievements, areas requiring improvement and professional development needs. Based on the performance review, suitable recommendations such as FDP participation, skill enhancement, research activities, academic responsibilities and other professional development measures were to be identified. The appraisal and review process was to be carried out systematically, objectively and with appropriate confidentiality. Departments were instructed to maintain proper records of self-appraisal forms, verification remarks, performance reviews and follow-up actions for institutional documentation and quality-assurance purposes. The IQAC was assigned responsibility for monitoring compliance with the finalized timelines and ensuring completion of the annual faculty performance review process.		
4	**Final readiness review for the NBA accreditation evaluation visit, carried out across all departments.** Verify that the Self-Assessment Reports (SAR) for all programmes are finalized, internally validated, and aligned with the latest NBA criteria and templates. Ensure that Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) are consistently mapped across curriculum documents, course files, assessment blueprints, and student work samples. Complete the compilation and organization of all supporting evidence, including student performance data, faculty publications, research projects, infrastructure details, and continuous improvement records. Conduct mock accreditation drills in each department to test document retrieval, presentation of evidence, and readiness of faculty and students for interactions with evaluators. Orient all faculty members, department heads, and support staff on NBA processes, expected lines of questioning, and institutional narratives related to Vision, Mission, PEOs, and	NBA Coordinator / Dept. HODs	01.06.2026

	quality initiatives. Prepare students for potential interactions with the evaluation team by briefing them on programme structure, outcome attainment, co-curricular activities, and institutional support mechanisms. Ensure physical and digital readiness of facilities, including laboratories, libraries, classrooms, and demonstration areas, with clear signage and updated displays of programme information. Establish a central coordination mechanism with designated nodal officers to manage logistics, schedules, and real-time communication during the 7–9 August 2026 evaluation visit.		
5	**Status update on NAAC accreditation cycle preparedness and documentation requirements.**	NAAC Coordinator / Dept. HODs	10.06.2026
6	**IQAC reviewed and finalised documents/proposals to be placed before the Governing Body for approval at its next meeting.**	IQAC	30.06.2026*

The meeting was adjourned at 3:00 PM.

Minutes of the meeting prepared by IQAC Coordinator

Principal	IQAC Coordinator
	